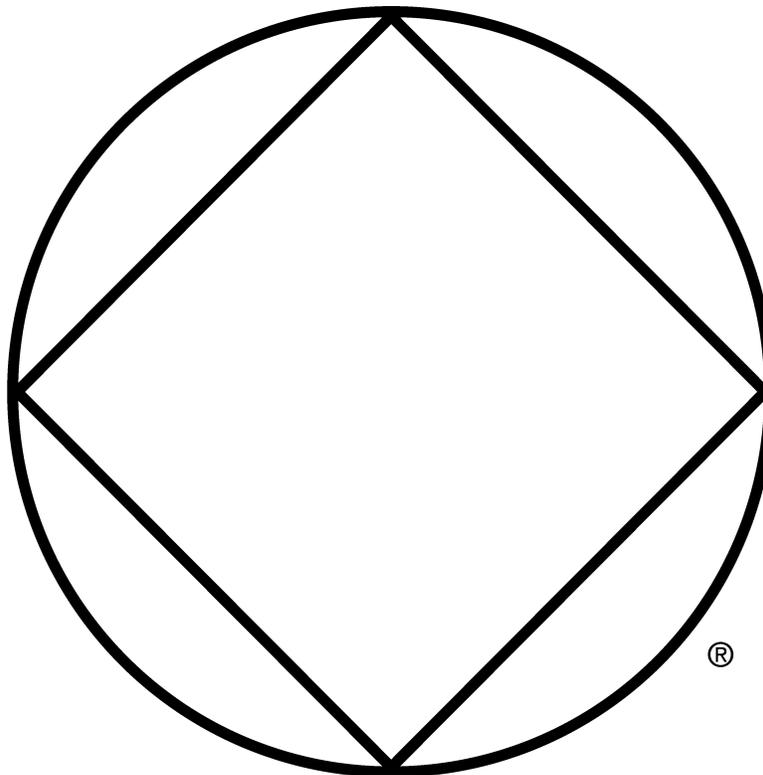


**MOUNTAINEER REGIONAL
SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS
STATEMENT OF POLICY AND
PROCEDURE**



Last Updated 04/07/2019

The Twelve Traditions for NA Service

1. Our common welfare should come first; personal recovery depends upon 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 N.A. name to any related facility or outside enterprise, lest problems of money, property, and 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 N.A. 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.

MOUNTAINEER REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS STATEMENT OF POLICY AND PROCEDURE

SECTION I: PURPOSE

The Mountaineer Regional Service Committee of Narcotics Anonymous (MRSCNA) is a service committee of representative Areas bound by the Twelve Traditions and Twelve Concepts for NA Service. Its purpose is to be supportive to its Areas and Groups and their primary purpose by linking together the Areas and Groups within the Region, by helping Areas and Groups deal with their specific situations and needs, and by encouraging the growth of the fellowship of Narcotics Anonymous.

SECTION II: MEMBERSHIP

The members of the MRSCNA are Regional Committee Members (RCMs/ASRs) and/or their Alternates (RCMs/ASRs), Regional Service Committee (RSC) officers and subcommittee chairpersons. All of these servants are considered RSC participants.

Area Service Committees (ASCs) are represented by sending one RCM/ASR or RCM/ASR Alt to an MRSCNA meeting. Loner groups may be recognized as voting participants by a majority vote of the RCMs/ASRs.

Other NA groups/meetings within the geographical boundaries of the MRSCNA, providing they follow the 12 Steps and 12 Traditions of NA, can be recognized for the limited purpose of being added to the Regional meeting schedule with quarterly written reports to the Regional Service Committee, the Web Servant, or the closest Area Service Committee so that Phonenumber and schedule can be updated.

SECTION III: MEETINGS

A. Quarterly Schedule.

The regular meetings of the MRSCNA will be held quarterly in January, April, July and October, unless otherwise decided by the RSC. Time and place will be arranged by the Policy & Administration Subcommittee.

The RSC Chairperson is ultimately responsible for cancelling RSC and is encouraged to consult with as many as RCM/ASRs as possible and when feasible. If an RSC meeting is cancelled, the vice chair will reschedule the meeting for the first weekend of the next month. If that meeting is cancelled, the vice-chair will reschedule for the first weekend of the next month. The vice chair will communicate this information by phone.

The MRSCNA shall meet the first weekend in March (each year). In Conference years, the meeting will discuss the Conference Agenda Report (CAR), Conference Approval Track (CAT) material, and any related topics. In non-conference years,

the meeting will center around a regional inventory/planning session. Subcommittees may meet if needed.

The RSC Vice-Chairperson will establish the schedule for the meetings of subcommittees and will notify RCMs/ASRs at least three (3) weeks prior to RSC. MRSCNA meetings are fully open to the fellowship and input from individual members is encouraged.

B. Meeting Format.

1. Meetings may be conducted by the following format:
 - a. Opening
 - b. Reading of the Twelve Traditions of NA
 - c. Reading of the Twelve Concepts for NA Service
 - d. Introductions
 - e. Secretary's Report (Reading of the Minutes from preceding RSC)
 - f. Treasurer I Report
 - g. Old Business
 - h. Area Reports
 - i. Open Sharing Session ("Consensus Based Decision Making" training each July)
 - j. New Area Proposals
 - k. Subcommittee Business
 - l. Representative Report
 1. Regional Delegate (RD)
 2. Regional Delegate Alternate (RDA)
 - m. Subcommittee Business (If needed).
 - n. Finance
 - o. New Business
 - p. NAWS Donation
 - q. Set Agenda for Next RSC Meeting
 - r. Open Forum
 - s. Announcements
 - t. Closing Prayer
2. In absence of written policy, A Guide To Local Services in NA may be used.

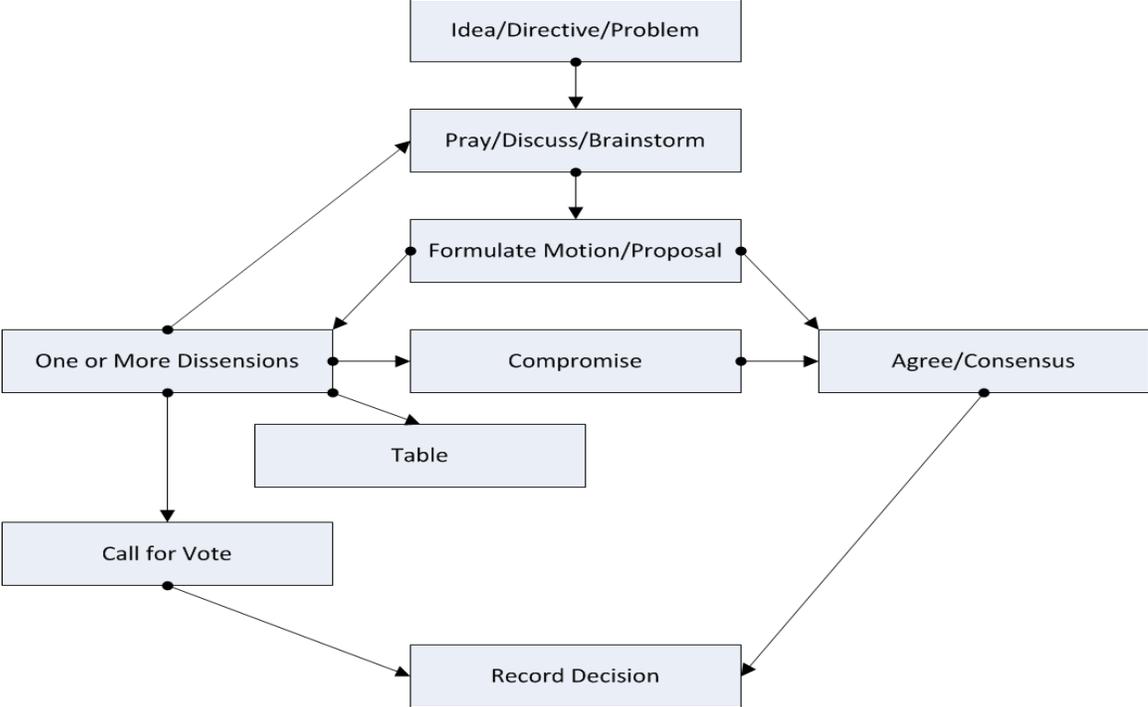
C: Suggested Guidelines for Consensus-Based Decision Making

How Decisions Are Made In Narcotics Anonymous: "Developing a collective conscience provides us with the spiritual guidance we need for making service decisions. We pray or meditate together, we share with one another, we consider our Traditions and we seek direction from a Higher Power." [from 6th Concept—page 10, 2nd paragraph, "A Guide to Local Service in NA"]

The consensus-based process is designed to be less confrontational. Discussions focus on agreement rather than the pro-con polarity and positional arguments typical in the more traditional motion-making/voting process.

The process begins with an idea or directive and a proposal or plan is formulated through the process of sharing (brainstorming, discussion, prayer). We participate in this process trusting that our Higher Power will help us formulate a plan that we can all support, knowing that we all have the same objective: what best serves Narcotics Anonymous.

A simple flow chart illustrates the process:



New Area Proposals: Input can come from any individual or group within the Region, however only Areas and Subcommittees can bring proposals to RSC. A motion that comes from an Area becomes a proposal once it is presented to RSC and is referred to a subcommittee, where it will be discussed. The proposal may be changed and amended to reach consensus and/or a recommendation may be made by the subcommittee to the RSC in New Business. The subcommittee can also decide not to have a recommendation. If the Area who brought the original proposal is not satisfied with the disposition, they may ask that it be immediately tabled without a vote to the Areas for decision in next RSC’s Old Business session.

Subcommittee Business: The order in which subcommittee business is conducted should be determined by the RSC Vice-Chairperson and the subcommittee chairpersons. An order will be established for subcommittees and when one subcommittee ends its business, the next subcommittee will begin. This will continue through Saturday evening until whatever time is set to adjourn. If all subcommittee business is not completed on Saturday, it will be concluded on Sunday.

Subcommittee business will be conducted as it is currently. It is recommended that RCMs/ASRs and RSC officers be present and participate as members of the subcommittee. The subcommittee chair will run this section of the meeting. Only decisions requiring RSC

approval will be submitted as proposals in New Business. The subcommittee chair will include all decisions made by the Subcommittee in the subcommittee report which will be included in the RSC minutes. It is suggested that subcommittee chairs attempt to conduct business on a “consensus” basis and that when a consensus cannot be reached, the matter be tabled. If a decision must be made, the subcommittee may choose to vote with a 2/3 majority needed and abstentions counting as “no” votes or refer the matter to New Business for further discussion.

Dinner: Regional business will adjourn on Saturday at 6:30pm

Subcommittee Business: Resumes at 9am on Sunday

New Business: Conducted using the consensus-based decision-making process.

D. Minutes

Regional subcommittee meeting minutes, RSR reports, Area mailing addresses and other pertinent material, will be supplements to the RSC minutes each edition of the minutes. Minutes of subcommittee meetings held in between RSCs are to be also included in the next RSC minutes.

E. Smoking Policy

There is no smoking or vaping during meetings or in meeting rooms of the RSC and Subcommittees. A ten-minute break shall be observed every 90 minutes during these meetings as proceedings permit.

SECTION IV: VOTING PROCEDURE

A. Quorum

At any MRSCNA meeting a simple majority of member RCMs/ASRs or RCM/ASR Alts, shall constitute a quorum. It is the responsibility of each ASC to send a representative.

1. We shall have an active/inactive member policy to determine quorum.
2. Inactive status is conferred on a member area at the time of its second consecutive absence.
3. Active status will be conferred on a member area immediately upon presence of that area’s RCM/ASR or alternate at an RSC meeting.

B. Business Procedure

1. RCMs/ASRs or RCM/ASR/Alts may make proposals for discussion and vote.
2. Subcommittee Chairpersons and vice-chairpersons, RD and RDA may make proposals pertaining to their offices or subcommittees only.
3. Proposals adopted in ASCs and RSC Subcommittees for presentation at the RSC need no seconds for discussion.
4. MRSCNA officers do not make proposals or vote on MRSCNA business except in elections, removal of officers/chairpersons, and matters

suspending policy (IV.C.2).

5. All proposals, excluding procedural proposals, and proposals for breaks and dinner, made at RSC must be written on a proposal form and submitted to the Secretary in a timely fashion.
6. Any proposal presented by an Area of the Region cannot be presented by proxy and must have an intent stated

C. Passing a Proposal

1. For a proposal to pass, either consensus or a 2/3 majority is needed with abstentions count as “no” votes.
2. Proposals to suspend policy require a 2/3 majority to pass with abstentions count as “no” votes of all RSC participants present and voting.

SECTION V: NOMINATION AND ELECTION PROCEDURE

A. Nominations

1. Nominations for RSC officers may be made by RCMs/ASRs and RSC officers.
2. The RSC Secretary shall send blank service resume forms to the Areas with the January RSC minutes. All nominees must submit a completed resume at the April RSC meeting or to the RSC Chairperson within two weeks after the April RSC meeting. After this, nominations for the July elections will be closed. The RSC Chairperson will forward copies of nominee’s resumes to the RCMs/ASRs by May 1.
3. RCMs/ASRs may not serve as RSC officers.
4. Upon nomination, candidates must declare qualifications in writing on the service resume and may also declare in person:
 1. Willingness and commitment to serve.
 2. History of abstinence from all drugs.
 3. A working knowledge of the Twelve Steps, Twelve Concepts, and Twelve Traditions.
 4. Previous service experience.
 5. Commitment to personal recovery.
 6. Responses to questions asked by RSC participants.

B. RSC Elections

1. Elections take place at regular July (or summer) RSC meetings.
2. RCMs/ASRs and MRSCNA officers may vote in elections.
3. Elections may be held by secret ballot.
4. A simple majority of all votes cast is required for election. In counting ballots, all blanks are ignored.
5. The Chairperson and Vice-Chairperson (or Secretary if either is absent) shall count the ballots. Chairperson announces to the body:
 - a. The whole number of votes cast.
 - b. The number of votes necessary for election.
 - c. The number of votes received by each nominee and which nominee received the number of votes needed for election.
6. If no nominee receives a majority on first ballot, a second vote is taken between the two people who received the most votes on the first ballot.

7. Where there is only one nominee for an office, the chairperson may ask if there is approval from the body for a unanimous vote. If anyone objects, balloting will be done in a manner where yes and no votes are cast for the nominee. As usual, a majority is required for election.
8. If no nominee receives a majority of votes for election to an office, nominations are taken in the usual manner as for any vacant office.
9. Newly elected trusted servants will spend the remainder of the July RSC meeting shadowing the outgoing trusted servant and assume their elected position during New Business.

C. Subcommittee Elections

1. Nominations and elections of subcommittee chairpersons are conducted within each respective subcommittee.
2. Nominations are held at regular April (or Spring) subcommittee meeting, and elections held at regular July (or Summer) subcommittee meeting.
3. The subcommittee's eligible members vote in election of subcommittee chairperson.
4. Subcommittee chairperson elections are subject to approval by the RCMs/ASRs immediately following elections.
5. Deadlines and responsibilities are the same as those established for the RSC officers, to be carried out by each subcommittee chairperson (i.e. service resumes, etc.)

D. Removal of Officers

1. Any officer or subcommittee chairperson of MRSCNA who relapses shall immediately resign all his/her duties.
2. Officers and subcommittee chairpersons can be removed from office by a closed ballot of two-thirds (2/3) majority vote of RSC officers, RCMs/ASRs. This process can only be initiated by RCMs/ASRs.
3. The RSC Chairperson shall make motions to remove any MRSCNA officer or subcommittee chairperson at the time of his/her second consecutive absence from a regular RSC meeting.

E. Vacancies

Upon a vacant officer or subcommittee chairperson position, the RSC Chairperson will appoint a pro temp officer or subcommittee chairperson, subject to the approval of the RCMs/ASRs at the time of the appointment. That appointee must submit a completed service resume to the RSC Chairperson within two weeks of the appointment. The resume will be added to the current minutes.

SECTION VI: TRUSTED SERVANTS

A. Chairperson

The Chairperson arranges the agenda and presides over regular MRSCNA quarterly meetings. He/she is also responsible for correspondence and maintaining regional files and archives. The Chairperson shall be the single point of accountability for mail delivery and disbursements. The Chairperson must be capable of conducting a business meeting with a firm yet understanding hand. He/she should have the ability to facilitate, a working knowledge of policy, consensus-based decision

making, and a calm demeanor. For this reason, it is suggested that she/he have a minimum of four (4) years continuous abstinence from all drugs. In addition, he/she is suggested to have attended two years of regional service prior to serving. The Chairperson is expected to be involved in a two-year commitment to the position and attend: all 4 quarterly meetings of the RSC, all RSC functions, and the March bi-annually alternating CAR/Inventory meeting. The Chairperson is responsible for convening the Treasury Review in July.

B. Vice-Chairperson

The Vice-Chairperson coordinates all subcommittee functions including scheduling of meetings at MRSCNA quarterlies. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. It is the responsibility of the Vice-Chairperson to contact the RCMs/ASRs no less than three (3) weeks in advance all subcommittee meetings held outside of the regional quarterly weekends. It is also the responsibility of the Vice-Chairperson to schedule RSC meeting dates at least a year in advance and be in communications with Cedar Lakes to book specific rooms. The Vice-Chairperson also serves as Chairperson of the Policy & Administration Subcommittee. It is the responsibility of the P&A Chair to incorporate changes to the policy into the policy document and email that document to the web servant to publish on the MRSCNA web site; this shall be done after each RSC in which changes are made. It is suggested that the Vice-Chairperson have a minimum of two (2) years continuous absence from all drugs. In addition, he/she is suggested to have attended two years of regional service prior to serving. The Vice-Chairperson is expected to be involved in a two-year commitment to the position, and attend: all RSC functions, all 4 quarterly meetings of the RSC, and the March bi-annually alternating CAR/Inventory meeting.

C. Secretary

The Secretary keeps accurate minutes of each RSC business meeting and gathers minutes and reports for all sub-committees and RD and RDA. These minutes will be verified by the RSC chairperson prior to making copies. The Secretary emails copies of the RSC minutes including all reports and attachments no later than four weeks following each RSC meeting. The Secretary will be responsible for: attending all RSC functions; emailing the minutes to all RSC officers and subcommittee chairs, email copies of the minutes as requested, and to loner groups making reports of that RSC meeting; and printing, or having on hand, copies of the information packets for new attendees to the RSC; and blank proposal and motion forms to be used at RSC. The Secretary is expected to be involved in a two-year commitment to the position, and attend: all RSC functions, all 4 quarterly meetings of the RSC, and the March bi-annually alternating CAR/Inventory meeting.

The Secretary shall maintain a notebook of all past motion forms of all adopted motions. It is suggested that the Secretary have a minimum of one year (1) continuous abstinence from all drugs.

D. Treasurer

The MRSCNA shall have a Treasurer I and Treasurer II, and these two positions are expected to involve a four-year commitment. The first two years will be served

as Treasurer II, communicating and working with Treasurer I to learn all the duties of that position. Treasurer II will also serve as Chairperson of the Finance Subcommittee (See Finance Subcommittee Policy Guidelines). The second two years will be served as Treasurer I, assuming all treasurer duties and working with incoming Treasurer II.

Both Treasurer I and Treasurer II are officers of the RSC and members of the Policy and Administration Subcommittee. Additionally, Treasurer I should be a participating member in the Finance Subcommittee. Confirmation by RCMs/ASRs is needed for any person to serve in either position. The Treasurer is expected to attend all RSC functions, all 4 quarterly meetings of the RSC, and the March bi-annually alternating CAR/Inventory meeting.

Requirements

1. Three (3) years of continuous abstinence from all drugs.
2. In addition, he/she is suggested to have attended two years of regional service prior to serving.
3. Willingness and ability (basic math skills, etc.) to fulfill position.
4. Prior NA service experience of serving as Treasurer of an Area or Group.

Duties

1. Maintain Regional bank account.
2. Receive and record all donations and all income from regional activities.
3. Issue checks in a timely manner at the direction of the RSC, except for routine expenditures.
4. Maintain a ledger recording all income and expense transactions for the fiscal year.
5. Bring ledger sheet to each Finance Subcommittee and RSC meeting for review by all members.
6. Prepare and submit to the Secretary a written report (see Quarterly and Annual Reports) at each meeting of the RSC containing an itemized listing of income and expenses for the preceding quarter. Report is to be accepted by RCMs/ASRs.
7. Present a like annual report at the end of the fiscal year.
8. Must attend all Regional Conventions and activities to handle money at those events.
9. Responsible for having each subcommittee chairperson review the Quarterly Report to verify the accuracy of any financial activity reported for that subcommittee.
10. The Regional Treasurer shall utilize a standard reporting format for quarterly and annual report which includes a breakdown by area of service.

E. Regional Delegate (RD)

A Regional Delegate (RD) is to the Region what a GSR is to a Group and an RCM/ASR is to an Area. An RD represents and speaks for the members and groups that comprise the RSC. The primary responsibility of an RD is to work for the good of NA, providing two-way communication between the Region, Zonal Forum, World Service Conference (WSC), and the rest of NA. An RD is the fellowship's

link with the WSC and the Narcotics Anonymous World Services (NAWS). The RD presents minutes of WSC and NAWS to the RSC. They attend all RSC meetings and functions, Zonal Forum, MARLCNA on CAR years, WSC, and as many ASC meetings as possible. The RD and RDA are expected to attend all 4 quarterly meetings of the RSC and the March bi-annually alternating CAR/Inventory meeting.

The RD and RDA attend the Zonal Forum and WSC, and vote at zonal forum and WSC, and to take part in any decisions which affect NA. An RD serves on one or more RSC subcommittees, communicates regularly with NAWS, works closely with regional officers and subcommittees, and is a source of information and guidance in matters concerning NA's Twelve Traditions and Twelve Concepts.

Every other year the RSC elects a Regional Delegate and an Alternate from among the qualified members of the Regional. An RD normally serves for a period of four (4) years, the first two (2) serving as RDA, becoming familiar with the position by reading all WSC correspondence and performing other representative tasks as needed. The RDA is to be present at everything the RD is required to be present for.

In order for the RD/RDA to do a good job, it is recommended that each nominee have the following qualifications:

1. A commitment to service.
2. Service experience.
3. Willingness, time, and resources necessary to serve.
4. A suggested minimum of five (5) years continuous abstinence from all drugs.
5. An in-depth knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

A Regional Delegate is the voice of the Region and votes the group conscience of the Region at the WSC. The RD should be granted, before leaving for the WSC, a vote-of-confidence that she/he is authorized to vote their member group conscience at the WSC. An RD/RDA should be elected from the best informed, most trusted and active members so that the needs of the Region, Narcotics Anonymous as a whole, and most importantly, the addict who still suffers are adequately served.

In the absence of the Chair and the Vice Chair, the RD shall perform the duties of the RSC Chairpersons.

SECTION VII: SUBCOMMITTEES

Because of the complex nature of NA Service, the actual work of the MRSCNA will be done by subcommittees. As in all MRSCNA business, these subcommittees will be bound by the Twelve Traditions and Twelve Concepts for NA Service. Subcommittee membership is open to all regional members of the NA Fellowship. All subcommittee meetings will be announced at least (3) weeks in advance to facilitate member

participation. Meetings will not be held at members' homes. Subcommittees will be headed by a chairperson appointed from regular members of the subcommittee and subject to confirmation by the RSC Officers. Subcommittee chairpersons are participants of the RSC and all guidelines of MRSCNA apply to their service. However, they do not vote on MRSCNA business (except to suspend policy or the election or removal of officers). Subcommittee chairpersons serve for a period of one year. They may succeed themselves but should not serve more than two consecutive terms. It is the responsibility of the subcommittee chairperson to maintain the function and purpose of the subcommittee, and to provide the MRSCNA with written minutes of each subcommittee. It is suggested that the subcommittee chairperson hold regularly scheduled meetings and appoint a secretary. Care should be taken that Regional Subcommittee functions do not interfere or overlap with ASC functions. Upon a vacant subcommittee chairperson's position, the RSC Chairperson will appoint a pro-temp chairperson to fill the duties of the vacant position, subject to RCM/ASR approval. At annual elections, subcommittees will select a chairperson for the coming term, subject to RCM/ASR approval. The following subcommittees will operate on an ongoing basis within the Mountaineer Regional Service Committee of Narcotics Anonymous.

A. Policy and Administration (P&A)

The Policy and Administration Subcommittee will carry out the directives of the RSC pertaining to MRSCNA policies and procedures to facilitate more efficient functioning of the RSC. The P&A Subcommittee shall be comprised of RSC officers, subcommittee chairpersons, RCMs/ASRs and concerned members as voting participants, and will be chaired by the RSC Vice-Chairperson. The P&A Subcommittee will be responsible for making all arrangements (lodging, food, meeting rooms, etc.) for MRSCNA meetings. It is recommended Areas bring proposals affecting policy and procedure to the P&A Subcommittee for review prior to RSC. It is the responsibility of the P&A chair to incorporate changes to the policy into the policy document and email that document to the web servant to publish on the MRSCNA web site; this shall be done after each RSC in which changes are made. It is the responsibility of the subcommittee chair to submit the report to the Secretary 2 weeks from the date of Regional Service.

B. Public Relations Umbrella

The Public Relations (PR) Umbrella will be responsible for the following five areas of service: Public Relations, Website, Phone Line, Hospital and Institutions, and Literature – each of which will have a trusted servant responsible for that area of service. The PR Chairperson is the point of accountability for these services.

B1. Public Relations

The PR subcommittee will carry out the directives of the RSC pertaining to informing the public of the message of NA recovery and will maintain:

1. A regional meeting list to be updated quarterly.
2. Media materials including PSAs.
3. Maintain a web page and publish the address on publications that contain our physical address.

4. That we make the Regional minutes available for download off the regional web page while preserving members' anonymity.
5. PR Display: Requests

WHO: The RCM/ASR of the Area will be the only member who can request the display outside of the PR committee meeting.

A member of the PR committee appointed by the PR Chair or requesting Area RCM/ASR must accompany the display during the presentation.

If a PR committee member is asked to accompany the display to the presentation they will be given the same allotment of mileage and food as the RD's.

The Area requesting the display will be responsible for pickup and return. Requesting Areas will be responsible for any cost, such as mileage, incurred during delivery or return if a PR member is asked to do so.

WHEN: A request for the display can be made at any time. The request will be given as long as it doesn't conflict with PR committee use or other prior Area requests.

HOW: A Group will need to contact their RCM/ASR for any request of the display.

The PR committee will keep a calendar of requests and committee use.

All Area requests must be made 7 to 10 days in advance of the presentation and the return must be made 7 to 10 days after the presentation.

It is the responsibility of the subcommittee chair to submit the report to the secretary 2 weeks from the date of Regional Service.

B2. Hospitals and Institutions (H&I)

The H&I Subcommittee will carry out the directives of the RSC pertaining to carrying the NA message to residents in hospitals and institutions. H&I will direct literature requests to the ASC that serves that facility but will provide literature to facilities not covered by any ASCs. H&I has an annual budget of \$200.00 to be paid on an as needed basis.

It is the responsibility of the subcommittee chair to submit the report to the Secretary 2 weeks from the date of Regional Service.

B3. Phonline

The Phonline Subcommittee will carry out directives of the RSC pertaining to management of the Regional Phonline. This includes holding regular Phonline workshops to train volunteers in order to meet volunteer requirements and maintaining a list of all Phonline volunteers. Dates and attendance lists for all workshops should be kept. This Subcommittee is also responsible for monitoring

the effectiveness of the answering service and providing a detailed report to the RSC, including a statistical breakdown of all calls made quarterly to the Phonenumber.

It is the responsibility of the subcommittee chair to submit the report to the Secretary 2 weeks from the date of Regional Service.

B4. Literature

The Literature Subcommittee will carry out the directives of the RSC pertaining to review and input of NA literature on an as needed basis.

It is the responsibility of the subcommittee chair to submit the report to the Secretary 2 weeks from the date of Regional Service.

C. Convention

The Convention Subcommittee will carry out the directives of the RSC pertaining to the planning and implementation of regional conventions. Speakers at Regional Conventions should not currently be officers serving on Convention Subcommittee.

It is the responsibility of the subcommittee chair to submit the report to the Secretary 2 weeks from the date of Regional Service.

Recording Equipment: Requests

WHO: The RCM/ASR of the Area will be the only member who can request the recording equipment outside of the Convention committee meeting.

The RCM/ASR must contact the Convention Chair for any requests. A member of the Convention committee appointed by the Convention Chair who is qualified to run the equipment must accompany the equipment during its use.

If a Convention committee member is asked to accompany the equipment they will be given the same allotment of mileage and food as the RD's.

The Area requesting the equipment will be responsible for pickup and return.

Requesting Areas will be responsible for any cost, such as mileage, incurred during delivery or return if a Convention member is asked to do so.

WHEN: A request for the equipment can be made at any time. The request will be given as long as it doesn't conflict with Convention committee use or other prior Area requests.

HOW: A Group will need to contact their RCM/ASR for any request of the equipment.

The Convention committee will keep a calendar of requests and committee use.

All Area requests must be made 7 to 10 days in advance of the use and the return must be made 7 to 10 days after the presentation.

D. Finance

The Finance Subcommittee will carry out the directives of the RSC pertaining to tax, budget, and financial matters of the RSC. The Finance Subcommittee will develop and maintain a budgeting process to plan and review RSC financial needs. In addition, this subcommittee will be responsible for the tax, incorporation and other financial matters of MRSCNA. It will serve in an advisory capacity on all RSC financial matters. Subcommittee chairperson should direct all spending (money) motions to the Finance Subcommittee Chairperson no later than the beginning of the Finance Subcommittee's meeting. The Finance Chairperson summarizes these spending requests along with all fixed expenses in a standard format for presentation at the RSC meeting.

The following checklist is to be a standing part of the Finance Subcommittee report at all RSC meetings.

1. **Financial Recordkeeping:** Maintenance of a standard of financial recordkeeping and reporting by the Treasurer and conduct a yearly treasury review in July before the books change hands or as needed.
2. **Non-Profit Status:** Management and maintenance of non-profit status with Internal Revenue Service (501.C.3)
3. **Tax Exempt Status:** Management and maintenance of business filings with the WV State Tax Department and WV Secretary of State's Office.
4. **Banking:** Management of all banking relationships/agreements.
5. **Insurance:** Management of all insurance matters.
6. **Storage:** Management of all storage agreements related to properties.
7. **Accounting and Legal:** Authority for engaging accounting and/or legal services if needed.

It is the responsibility of the subcommittee chair to submit the report to the Secretary 2 weeks from the date of Regional Service.

- E.** Additional subcommittees will be formed on an ad hoc basis and will adhere to the same guidelines as the above-named subcommittees.

SECTION VIII: TREASURY AND FINANCIAL POLICY

A. Procedures for Transactions and Bookkeeping

1. Expenses of \$100 or under between RSCs may be paid by discussion and approval among RSC Chairperson, Vice-Chairperson, and Treasurer. Expenses that exceed \$100 must be approved by RCMs/ASRs polled by RSC Chairperson. These actions are to be reported by the Chairperson at the next RSC meeting and included in the minutes. Exception—See Reimbursable Items #8.
2. A receipt should be issued for all donations (individuals, Groups, Areas or other).
3. All checks written should contain a notation detailing the Spending Unit and what was purchased. This same notation should be entered in the

- checkbook ledger.
4. A receipt should be obtained and noted for all expenses paid by cash or check and kept in the Treasurer's files for 7 years.
 5. Checkbook should be reconciled (balanced) with the bank statement on a monthly basis.
 6. Ledger book should be reconciled with the checkbook on a monthly basis and notation made and dated in the ledger.
 7. Spending Units making purchases with regional funds should comply with applicable local, state and federal laws regarding payment of sales tax.
 8. Upon receipt of a bounced check, Treasurer will write a letter requesting payment with response required within 30 days. If no response within 30 days, the check will be turned over to the Finance Committee for further action.
 9. During the convention, only issues that require additional funding by the RSC in excess of \$100.00 shall require polling of the RCMs/ASRs.
 10. The Treasurer will make daily deposits at the convention and all deposits must be made by the end of convention with a Regional Officer present.
 11. The RSC Chairperson is to receive the bank statements.

B. Quarterly and Annual Reports

Quarterly and annual reports from the Treasurer (categories should contain date, check number, payee/source, amount, Spending Unit, and description of the transaction):

1. Beginning cash balance.
2. Income (Regular Account)—from all sources.
 - a. Itemized donations from groups and areas.
 - b. Convention and other regional activities.
 - c. Other
3. Expenses (Regular Account) all cash and check payments for the previous fiscal period.
4. Net change in cash (Income minus expenses).
5. Ending Cash Balance.
6. Other Accounts (understood to mean reserves, not separate bank accounts)
 - A. Prudent Reserve—established at \$2500.00 all transfers to and from this account for the previous fiscal period should be recorded.
 - B. \$1000 of the \$2500 prudent reserve may be used to cover regular expenses between conventions. The remaining prudent reserve may be used only by majority vote of the RCMs/ASRs. All RCMs/ASRs need to be polled.
7. Subcommittees activity for the previous quarter (or total year).
 - A. Income
 - B. Expenses
 - C. Net balances
8. Income Statement: The Treasurer should use the yearly budgets obtained in December's Finance Subcommittee meeting and compare them to the actual expenditures on a quarterly basis. This is to be reported separately by listing each Spending Unit and showing the following:
 1. Present quarter expenditures
 2. Year-to-date expenditures

3. Annual budgeted expenses

These figures should reconcile with figures reported in 1 through 7 above.

C. Routine Expenditures

These items may be paid by the Treasurer without RCM/ASR Approval:

1. Secretary office supplies
2. RSC Quarterly expenses
3. P.O. Box rental
4. Provide up to 200 meeting schedules to each area on an as needed basis per quarter
5. RD/RDA meeting, travel, and lodging expenses
6. Phonenumber answering service
7. Monthly toll-free number and phone bills.
8. NAWS donation (as determined by RCMs/ASRs)
9. Maintenance of Prudent Reserve at determined level.
10. Regional web page maintenance costs.
11. Liability insurance policy for the region.

D. Procedure for Reimbursement

Expenses that exceed \$100 must be approved by the RSC Chairperson and Treasurer. Previously authorized or normal committee expenses of less than \$100 do not need additional authorization and will be reimbursed in the usual manner.

To be reimbursed for a service expense, a receipt must be presented to the Treasurer. It should contain the date, list of services or products purchased, and the amount of payment. A written piece of paper simply listing expenditures is not acceptable.

In the case of reimbursement for auto travel a receipt is not necessary. Written point of departure and point of destination along with the total number of miles driven will be required. Driving other than from point of departure to point of destination (i.e. driving to meals, recreation, etc.) is not reimbursable.

E. Signature Authority

One signature is required on all checks for expenditures. The authorized signers on the bank account will be: RSC Chair; Vice Chair; Secretary; Treasurer I, and Treasurer II.

F. Treasury Review

A complete review of the treasury materials will be done annually in July at the July RSC before the books change hands and as needed. The Treasury Review should be conducted by at least three (3) RSC officers other than the Treasurer I, and to include the RSC Chairperson. The purpose of this review should be to ascertain the propriety of transactions and bookkeeping, in accordance to financial policy.

Materials to be reviewed are the ledger book, checkbook, bank statements, receipts and other applicable treasury materials of MRSCNA. The Treasurer shall release these materials to the RSC Chairperson when notified that a review will be

conducted. After completing the review, the review team should meet with the Treasure to discuss their findings, and for all to share improvement and problem-solving ideas, if needed. A written report will be made by the RSC Chairperson at the next RSC meeting and included in the MRSCNA minutes.

Due to potential sensitive and serious nature of money issues in NA, we ought to seek and contemplate spiritual principles and the guidance of a loving God during every step of this review. Such a review is to help us grow in our recovery and in our service, as well as to carry the message to the still suffering addict. This purpose should be foremost in our motivation and conduct.

SECTION IX: IRS AND TAX-EXEMPT STATUS

MRSCNA is organized and at all times hereafter shall be operated exclusively for charitable, educational, and literary purposes within the meaning of ' 501(c)(3) of the Internal Revenue Code of 1986, as amended (hereinafter referred to as the ACode, which shall include any subsequent corresponding Code of Federal tax law), including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Code ' 501(c)(3). The general purpose of MRSCNA is to be a service committee of representative Areas bound by the Twelve Traditions and Twelve Concepts for NA Service and to be supportive to its Areas and Groups and their primary purpose by linking together the Areas and Groups within the Region, by helping Areas and Groups deal with their specific situations and needs, and by encouraging growth of the fellowship of Narcotics Anonymous.

No part of the net earnings of the MRSCNA shall inure to the benefit of, or be distributed to, its members, trustees, officers or other private persons, except that the MRSCNA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above.

No substantial part of the activities of the MRSCNA shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation. The MRSCNA shall not participate in or intervene in (including publishing or distributing statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of this Statement of Policy and Procedure, the MRSCNA shall not carry on any activity not permitted to be carried on by an organization exempt from federal income tax under Code ' 501(c)(3), or by an organization contributions to which are deductible under Code ' 170.

The MRSCNA shall conduct its activities and seek such sources of support, as will enable it to qualify as an organization which is not a private foundation as defined in Code ' 509. However, for any period during which the MRSCNA is a private foundation, the MRSCNA shall be subject to the following restrictions and prohibitions: (a) the MRSCNA shall make distributions for each taxable year at such time and in such manner as not to become subject to the tax imposed on undistributed income by Code ' 4942; (b) the MRSCNA shall not engage in any act of self-dealing as defined in Code ' 4841(d); (c) the MRSCNA shall not retain any excess business holdings which will subject it to tax under Code ' 4943; (d) the

MRSCNA shall not make any investments in a manner such as to subject it to tax under Code ' 4944; and (e) the MRSCNA shall not make any taxable expenditure as defined in Code ' 4945(d).

In the event of dissolution of the MRSCNA, after payment of all necessary expenses thereof, all of the assets and property of the MRSCNA shall be distributed, as the Members of the MRSCNA may determine to (1) any other or successor organization then in existence in West Virginia having the same purposes as the MRSCNA, if such an organization then qualifies for tax-exempt status under Code ' 501(c)(3); (2) any organization organized for one or more exempt purposes within the meaning of Code ' 501(c)(3); or (3) to organizations described in above clause (1) and to organizations described in above clause (2) of this Article XII.

The 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 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.