

# WISCONSIN REGIONAL SERVICE CONFERENCE GUIDELINES

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**APPROVED UPDATES JANUARY 2018**

# WISCONSIN REGIONAL SERVICE CONFERENCE GUIDELINES

## **ARTICLE ONE: Name**

**1.01** This body shall be known as the Wisconsin Regional Service Conference, Incorporated, hereafter referred to as the WRSC whose legal mailing address is: 732 N Main Street, Oshkosh WI, 54901

## **ARTICLE TWO: Purpose**

**2.01** The purpose of the WRSC is to be supportive of its areas and groups and their primary purpose, by linking together the areas and groups within our region, by helping areas and groups deal with their basic situations and needs, by serving as a communication link with and carrying the regional conscience to the World Service Conference, and by encouraging the growth of the fellowship.

**2.02** Any business directly pertaining to the welfare of an area's NA groups shall be dealt with on a priority basis and will be addressed in Special Business on the agenda.

**2.03** This body recognizes itself as a service committee of Narcotics Anonymous, and thereby adheres to the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.

**2.04** The WRSC shall maintain a mailing address and a bank account.

## **ARTICLE THREE: Meetings**

**3.01** The WRSC shall meet four times per year, on the weekend of the third Sunday of January, March, September and November.

**3.02** WRSC meetings shall rotate among the areas as follows:

January	WSNAC hosting	
	ODD years Group I	EVEN years Group II
<b>March</b>	a. Chippewa Valley b. North Central c. Woods & Waters d. Big Rivers	a. BASIC b. North East Wisconsin c. Scenic Bluffs d. Badgerland
September	WSNAC hosting site	
	ODD years Group III	EVEN years Group IV
<b>November</b>	a. South East Family b. WOCA c. Inner City d. Milwaukee/Waukesha	a. Upper Peninsula b. Kettle Moraine c. River's Edge d. Inland Lakes

**January:** WSNAC Hosting Site

**March:** ODD year: Group I (Unless WSNAC hosting site in Group I, then use Group II)

EVEN year: Group II (Unless WSNAC hosting site in Group I)

**September:** WSNAC Hosting Site

**November:** ODD: Group III (Unless WSNAC hosting site in Group III, then use Group IV)

EVEN: Group IV (Unless WSNAC hosting site in Group IV, then use Group III)

Newly seated areas will be added to the end of the list of the appropriate quadrant. Areas within a quadrant may trade slots with consent of their areas. When member areas of WRSC are deemed inactive for three consecutive cycles prior to hosting, the WRSC shall be help by another area within their group number. If no area within the quadrant has the ability to host, the opportunity to host is then presented to the WRSC as a whole. The January and September meetings of the WRSC will be held at the WSNAC host site for that year, as determined by the WSNAC BOD. Meetings and functions will be set up and coordinated by the host committee of WSNAC. Functions will be designated as "WSNAC Awareness" functions. All expenses and excess funds will be the responsibility of the WSNAC BOD.

WRSC meetings shall be open to all members of Narcotics Anonymous. Subcommittee members need only be clean and have the willingness and desire to serve.

**3.03** Regularly scheduled meetings of the WRSC (Saturday & Sunday) are non-smoking. There may be a designated smoking area outside of the main room.

## **ARTICLE FOUR: Participants**

**4.01** Regional Committee Members (RCM) of the Wisconsin Region constitute the participating members of the WRSC.

The Board of Directors of the WRSC shall be composed of the Administrative Officers of the WRSC and RCM's.

**4.02** In the event of an RCM's absence, that area's duly elected RCM-Alternate shall have all the rights and Responsibilities of the RCM.

**4.03** WRSC trusted servants and the ratified trusted servants from the WSNAC BOD and WRSO BOD, when requested, may participate in the discussion and disposition of regional business.

**4.04** RCM's shall be given first priority by the WRSC Chairperson in the discussion of any Proposal/motions that come before the assembly.

## **ARTICLE FIVE: Trusted Servants**

**5.01** Trusted Servants of the WRSC shall consist of Co-Facilitator A, Co-Facilitator B, Secretary, Treasurer, Co-Treasurer, Regional Delegate, Regional Delegate-Alternate, Subcommittee Chairs, ad-hoc chairs and all Representatives elected by the WRSC. The WRSC will ratify two (2) members for the WSNAC BOD and two (2) members for the WRSO BOD.

**5.02** WRSC trusted servants shall be elected by the RCMs.

**5.03** No trusted servant elected by the WRSC shall serve for more than two consecutive terms in the same position.

**5.04** No elected trusted servant may hold two WRSC elected trusted servant positions at the WRSC.

## **ARTICLE SIX: Qualifications, Duties and Responsibilities of Trusted Servants**

**6.01** We recommend that all trusted servants of this conference fulfill the following qualifications:

1. The willingness and desire to serve.
2. Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous through practical application.
3. The time and resources to be an active participant.
4. Presents a written report at each WRSC on all activities pertaining to said position and submits that report within 7 days following the WRSC.
5. Excluding the RD, RDA, WSNAC Representatives and WRSO Representatives which are 26 month terms, the terms of all other elected trusted servants shall be 5 meetings of the WRSC, so that the two terms overlap for one meeting. On the weekend that the terms overlap; the outgoing servant shall hold all duties and responsibilities other position so as to train the newly elected servant. In the event of the absence of the outgoing servant on the overlapping weekend, the newly elected servant shall carry out all duties and responsibilities of that service position.

**6.02** In addition to the qualifications listed above, further requirements for each service position and job Descriptions are as follows:

### **1. Co- Facilitator A**

A facilitator is the custodian of the consensus process, a trusted servant whose purpose is to help the group make the best decisions possible. A facilitator is a guide, not a participant in the discussion. He or she must be neutral about the topics being discussed and fair in the treatment of all members of the group.

1. May **NOT** be an RCM or RCMA.
2. A minimum of three years of continuous clean time.

3. A minimum of two years of NA service experience.
4. A working knowledge of WRSC consensus process.
5. The ability to facilitate and maintain order.
6. Presides over all meetings of the WRSC.
7. Announces in proper sequence all stages of conference business according to the agenda, suspending the order of the day when necessary to accommodate special business.
8. Recognizes participants or observers who are entitled to the floor.
9. Reports the number of RCMs needed to establish a quorum.
10. Decides all questions of order, subject to appeal, unless it is preferable to submit such a question to the Assembly for a decision.
11. Responds to inquiries pertaining to conference procedure or factual information bearing on conference Business.
12. Expedites business in every way compatible with the rights of all participants and observers.
13. Appoints all WRSC special committees.
14. Compiles a pre-arranged agenda prior to each WRSC meeting. This agenda shall include a one hour lunch Break. The agenda shall be mailed to all WRSC Trusted Servants and RCMs at least 14 days prior to each WRSC meeting. **(See Addendum A)**
15. Ex officio a non-voting member of all subcommittees.
16. Co-signer of the WRSC bank account.
17. The WRSC facilitator acts as the corporate president of WRSC Inc. for the purposes of the annual filing.

## **2. Co- Facilitator B**

1. May **NOT** be an RCM and RCMA.
2. Minimum of two years of continuous clean time.
3. A minimum of one year of NA service experience.
4. A working knowledge of WRSC consensus process.
5. Performs all duties and responsibilities of the Facilitator, with all rights and powers held therein, in the absence of the Facilitator.
6. Ex officio non-voting member of all subcommittees.
7. Coordinates the functions of a subcommittee in the absence of their Chairperson and Vice Chairperson.
8. Co-signer of the WRSC bank account.
9. Is the corporate vice-president of WRSC Inc. for the purpose of the annual filing.

## **3. Secretary**

1. May **NOT** be an RCM or RCMA.
2. A minimum of two years of continuous clean time.
3. A minimum of one year of NA service experience.
4. The ability to take notes of proceedings and type report.
5. Responsible for written record of all WRSC meetings.
6. Maintain a mailing list of all WRSC members and Areas throughout the Wisconsin Region.
7. Type and distribute minutes no later than fourteen (14) days following each WRSC meeting.
8. Send copies of WRSC minutes to the following:
  - a. All WRSC Trusted Servants, RCMs and RCMA's.
  - b. The World Service Office of Narcotics Anonymous.
  - c. Anyone requesting minutes (one copy per each request).
  - d. The RSCs of the Midwest Forum.
  - e. Wisconsin Regional Service Office.
  - f. WSNAC BOD Chairperson.

- g. The WRSC web page for posting.
- 9. Keeps the updated WSNAC and WRSO pool list. Gives copies/notifies respective representatives of pool membership changes.
- 10. Co-signer of the WRSC bank account.
- 11. The WRSC secretary acts as the corporate secretary of WRSC Inc. for the purposes of the annual filing.
- 12. Maintains the WRSC resume, which will be kept confidential.

#### **4. Treasurer**

- 1. May **NOT** be an RCM or RCMA.
- 2. A minimum of four years of continuous clean time.
- 3. A minimum of three years of NA service experience.
- 4. The ability to balance an account and keep records.
- 5. Personal financial stability is required.
- 6. Custodian of all funds of the WRSC.
- 7. Signs all WRSC bank account checks along with one other designated trusted servant, except in cases where the check is made out to the Treasurer, in which case two other designated trusted servants must sign the check.
- 8. Keeps an accurate record of all transactions.
- 9. Presents and submits a written report at each WRSC on all activities pertaining to said position. This report shall include a regional financial report for inclusion in the minutes; to include copies of the bank statements and the reconciliation statement completed accurately.
- 10. Collects and deposits into the WRSC bank account all donations from individuals, groups, areas and subcommittees within two business days of receipt of said donations.
- 11. Supplies copies of receipts for all income and disbursements, and keeps copies of receipts dating back seven (7) years.
- 12. Prepares and presents an annual financial report to be audited by an ad-hoc committee of the WRSC.
- 13. The Treasurer will disburse all funds according to the current set of financial guidelines as adopted by the WRSC. (*See financial guidelines for additional information*).
- 14. The WRSC treasurer acts as the corporate treasurer of WRSC Inc. for the purposes of the annual filing.

#### **5. Co-Treasurer**

- 1. May **NOT** be an RCM or RCMA.
- 2. A minimum of three years of continuous clean time.
- 3. A minimum of two years of NA service experience.
- 4. The ability to balance an account and keep records.
- 5. Personal financial stability is required.
- 6. Assists in the preparation of treasurer's reports, the organization of records, and the handling of receipts when requested by the WRSC Treasurer.
- 7. In the absence of the WRSC Treasurer, performs all duties and responsibilities of that office during the WRSC meeting.
- 8. Is a co-signer of the WRSC bank account with the same restriction on signing checks as the Treasurer that being that they may not sign a check to themselves.

#### **6. Regional Delegate (RD)**

- 1. May **NOT** be an RCM or RCMA.
- 2. A minimum of four years of continuous clean time.
- 3. A minimum of three years of NA service experience, including at least one year of involvement as a WRSC trusted servant.
- 4. The ability to attend the World Service Conference and to travel as directed by the WRSC, or as requested by any Area in the Wisconsin Region.

5. Strives to embody and express the conscience of the Wisconsin Region in all NA service activities.
6. Represents the WRSC at the World Service Conference, presenting a regional report at every WSC meeting.
7. Attends ASC meetings whenever possible and when requested by an Area of the Wisconsin Region.
8. In cooperation with the RDA, produces and presents a schedule for C.A.R. workshop upon request from the RCMs. The Regional RCM Assembly date and its funding must be set by the date the C.A.R. is released. The RCM Assembly date is to be set at least 30 days prior to WSC.
  - a. That all C.A.R. votes for the WSC be determined by a simple majority of group tally.
9. Maintains lines of communication between the WRSC and other NA regions throughout the world.
10. Avails to the WRSC minutes from meetings of:
  - a. The World Service Conference.
  - b. The World Board.
11. Attends as many regional functions as possible.
12. Attend meetings of the Midwest Zonal Forum, and other activities as directed by the WRSC.
13. Performs all duties and responsibilities of the Facilitator in the absence of the Co-Facilitator A and

Co- Facilitator B.

### **7. Regional Delegate-Alternate (RDA)**

1. May **NOT** be an RCM or RCMA.
2. A minimum of three years of continuous clean time.
3. A minimum of two years of NA service experience.
4. The ability to travel as directed by WRSC or requested by any Area in the region.
5. Works closely with the RD, practicing the duties and responsibilities of the RD in preparation for potential election to the office.
6. Assists the RD in attending ASC meetings throughout the Wisconsin Region.
7. In cooperation with the RD, produces and presents a schedule for C.A.R. workshop Quadrant meetings to the RCMs.
8. Assists the RD in attending the WSC, serving in conjunction with the RD in representing the conscience of the region.
9. Assists in communication between the WRSC and other service boards or committees of Narcotics Anonymous.
10. Attends as many regional functions as possible.
11. Attend meetings of the Midwest Zonal Forum, and other activities as directed by the WRSC.
12. Performs all duties and responsibilities of the RD at a WSC or WRSC meeting that takes place in the absence of the RD.

### **8. WSNAC Representative**

There are two positions for the WSNAC Representative. WSNAC Representative is a two (2) year term. The Odd Rep is elected in the odd number year (Nov.) and the Even Rep is elected in the even number year (Nov.). When considering nominations and election for this position, one needs to consider at least twenty (20) weekends, sometimes Saturdays and Sundays away from home. Also required is a working knowledge of the Twelve Traditions, conventions and/or business. This Representative is a member of the WSNAC Board of Directors. Work includes writing guidelines, providing input on convention matters, and all business, financial and contractual matters.

1. May be an RCM or RCMA.
2. A minimum of two years of continuous clean time.
3. A minimum of one year of NA service experience.
4. Previous convention involvement.
5. Represents the WRSC at all WSNAC planning meetings.
6. Maintains lines of communication between the WRSC and the WSNAC Board of Directors.
7. Reports to the WRSC all relevant information pertaining to the WSNAC Convention.

## **9. WRSO Representative**

There are two positions for the WRSO Representative. WRSO Representative is a two (2) year term. The Odd Rep is elected in the odd number year (March) and the Even Rep is elected in the even number year (March). When considering nominations and election for this position, one needs to consider at least twelve (12) WRSO BOD meetings at the office location. Also required is a working knowledge of the Twelve Traditions and Twelve Concepts. This Representative is a member of the WRSO Board of Directors. Work includes writing guidelines, providing input on WRSO matters, and all business, financial and contractual matters.

1. May be an RCM or RCMA.
2. A minimum of two years of continuous clean time.
3. A minimum of one year of NA service experience.
4. Represents the WRSC at all WRSO meetings.
5. Maintains lines of communication between the WRSC and the WRSO Board of Directors.
6. Reports to the WRSC all relevant information pertaining to the WRSO.

## **10. Subcommittee Chairperson**

1. May be an RCM or RCMA.
2. A minimum of two years of continuous clean time.
3. A minimum of one year of NA service experience.
4. Previous subcommittee involvement.
5. See individual subcommittee guidelines for additional info.

## **11. Subcommittee Trusted Servants**

1. May be an RCM or RCMA.
2. A minimum of one-year continuous clean time.
3. A minimum of six months of NA service experience.
4. See individual subcommittee guidelines for additional info.

## **12. Ad-Hoc Subcommittee Chairperson**

1. May be an RCM or RCMA.
2. A minimum of two years of continuous clean time.
3. A minimum of one year of NA service experience.
4. Previous subcommittee involvement.
5. This subcommittee shall consist of the ad-hoc chair, which shall be appointed by the WRSC chairperson and other positions the ad-hoc subcommittee deems necessary.
6. This subcommittee shall perform the task(s) as requested by the conference and/or the WRSC Facilitator, report back to the conference when finished and then be dissolved at the direction of the WRSC.

## **13. Web Servants**

1. May be an RCM or RCMA.
2. A minimum of two years of continuous clean time.
3. A minimum of one year of NA service experience.
4. Previous experience of web page maintenance.
5. All web group trusted servants will coordinate with the WRPR committee chair person.

## **ARTICLE SEVEN: Consensus Procedures**

**7.01** A quorum must be established for business to proceed at any WRSC meeting.

**7.02** A quorum shall consist of a simple majority of active member areas. If a member area is not represented at two consecutive WRSC meetings, it shall be accorded "inactive" status for the sake of quorum computation at the second meeting. Active status shall be returned upon said area's representation at the WRSC.

**7.03** Consensus exists when each member of the group can say:

1. I have had the opportunity to voice my opinions.
2. I believe the group has heard me.

3. I can actively support the group's decision as the best possible action at this time, even if it is not my first choice.

**7.04 Guidelines for Participants in Consensus Groups:**

1. Begin and end on time
2. One speaker at a time
3. Speak only for yourself
4. No put-downs
5. No blaming
6. No interrupting
7. Everyone may participate
8. No one may speak twice on a subject until everyone who wants to speak for the first time has spoken
9. Silence equals assent

**7.05 Consensus Process:**

1. Proposal presented; Restated for clarity out loud by a facilitator.
2. Discussion (See below\*1)
3. Facilitator asks for Participants Action Options (See below \*2) on the proposal.
  - a. Without endorsement (second) the proposal fails
  - b. Without objection the proposal passes
4. Once the decision has been made, act upon what you decide.

**\*1-Procedure for discussion:**

1. Define the problem or decision.
2. Figure out what must be done to reach a solution.
3. Brainstorm possible solutions.

One good idea leads to another....Good idea

"NO and CAN'T" do not exist

Creativity has no limits

Be part of ..... participate

Think fast, analyze later...

Judging, evaluating and criticizing is Not brainstorming....

HAVE FUN

4. Discuss pros and cons attempt to narrow down the list of ideas/solutions.
5. Adjust, compromise and fine tune so all members are satisfied.
6. Go back to 7.05(3). If consensus is not reached repeat above steps 1-5.

**\*2-Participant's Action Options**

1. To Give Consent (yes)
2. To Stand Aside (abstain)
3. To Block (no)

**1 To Give Consent:** When everyone in the group (except those standing aside), says, "yes" to a proposal, consensus is achieved.

**2 To Stand Aside:** An individual stands aside when he or she cannot personally support a, proposal but feels it would be all right for the rest of the group to adopt it. Standing aside is a stance of principled non-participation, which absolves the individual from any responsibility for implementing the decision in question. If there are more than a few stand asides, consensus has not yet been reached. The Facilitator will determine this.

**3 To Block:** Blocking is a serious matter, to be done only when one truly believes that the pending proposal, if adopted, would violate steps, traditions, concepts, or spiritual principles fundamental to NA. Anyone who blocks is encouraged to articulate the reason for the block, so that the consensus process can be continued and a more agreeable solution can be sought. A vote is blocked, but discussion can continue.

**7.06 All proposals motions and amendments are submitted as they arise.**



**7.06 A** Except for elections and removal of Trusted Servant (which shall be cast by ballot vote), the WRSC shall use Consensus Decision Making as outlined in Article 7 of the WRSC Guidelines.

**7.07** Only RCM's, RCM-Alternate and WRSC trusted servants make or endorse proposals at WRSC meetings.

**7.08** Procedural votes shall be cast by voice and substantiated by a show of hands, if necessary.

**7.09** Only reaching another consensus can change a consensus decision.

## **ARTICLE EIGHT: Elections**

**8.01** All votes shall be cast by ballot.

**8.02** All elections are decided by a simple majority.

**8.03** If there are more than two (2) nominees for the same position with no clear majority, the two nominees receiving the most votes would move on to a secondary vote.

**8.04** In the event of a tie vote during an election, nominations will be held open until the next meeting of the WRSC.

**8.05** Nominations shall be open to all members of Narcotics Anonymous as long as they meet the qualifications stated in Article Six.

**8.06** All nominees must be present at the time of their election or submit a completed service resume (which will be kept confidential) and a letter of intent to accept the position.

**8.07** In the event of a vacated office, temporary appointments may only be made to fill that position until the next regularly scheduled election.

**8.08** Elections for all trusted servants listed in Article Five shall be held as follows: Nominations shall begin the regional meeting prior to election and continue until the position is filled.

**8.09** WRSC trusted servants should take office directly following the WRSC meeting at which they are elected.

**8.10** Subcommittees may elect Vice-Chairs, Secretaries and Treasurers within their respective subcommittee.

### **Election Schedule:**

**January:**      Activities Chair

Secretary

Outreach

Public Relations Chair

**March:**        Literature Chair

Policy Chair

RD & RDA ( on non-WSC years)

**September:**    Hospitals and Institutions Chair

WRSO Reps (odd and even years)

Registered Agent

**November:**    Co-Facilitator A & Co-Facilitator B

Treasurer & Vice Treasurer

WSNAC Reps (odd and even years)

## **ARTICLE NINE: Removal of Trusted Servants**

**9.01** The WRSC may declare vacant the office of any elected WRSC trusted servant who has been found:

1. Absent for two WRSC meetings within their term (Administrative Officers).
2. two meetings of the subcommittee for which she or he has been elected to serve.

**9.03** No WRSC trusted servant shall be removed from office without cause

**9.04** A 2/3 majority of RCMs present shall be required for the removal of any WRSC trusted servant.  
(see 7.08)

**9.05** The willful misuse of any drug as defined by Narcotics Anonymous while serving as a WRSC trusted servant shall constitute an automatic resignation from that service position.

**9.06** Redress of Grievances:

1. Any member of Narcotics Anonymous may petition the WRSC for redress of a grievance.
2. The aggrieved member is encouraged to follow the procedures outlined in the 12 Concepts of Narcotics Anonymous (Concept 10).
3. The grievance procedure may not be used to address issues of a personal nature or personal issues with WRSC members.

## **ARTICLE TEN: Subcommittees**

**10.01** In order to minimize the amount of time spent debating in WRSC meetings, and to further achieve our primary purpose, a subcommittee system shall be used by the WRSC.

**10.02** It is important to note that subcommittees cannot do the day-to-day work; only members can do this, which means that each subcommittee requires the active participation of NA members throughout the region.

**10.03** Our subcommittees are responsible for the planning and implementation of specific tasks charged them by the WRSC. The initiation and finalization of such projects takes place at regular WRSC meetings.

**10.04** When a proposal is referred to a WRSC Subcommittee, the subcommittee shall review it and bring proposals and recommendations back to the WRSC at the next cycle.

**10.05** Each subcommittee is autonomous, but is directly responsible to the WRSC. In order to better serve, subcommittee may opt to elect its own trusted servants to whom particular responsibilities are delegated.

**10.06** Each subcommittee shall develop and review guidelines that include a statement of purpose, and they must submit these guidelines in written form to the WRSC.

**10.07** Each subcommittee shall have a budget, a list of goals, and updates on such items to be included in all subcommittee reports.

**10.08** All WRSC subcommittee activities shall be conducted in accordance with the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous; shall also utilize the Consensus Process (See Article Seven).

**10.09** Subcommittees shall not use social networking sites for communication.

**10.10** Each Subcommittee will hold a “focus” workshop where Area Subcommittees are invited to attend, share and brainstorm ideas to better further our primary purpose. The “focus” workshop shall be conducted from 5:00PM – 6:30 PM on Saturday of the WRSC weekend. The “focus” workshop schedule is as follows:

**January:** Hospitals and Institutions

**March:** Outreach and Public Relations

**September:** Literature

**November:** Activities and Policy

**10.11** In the event of an absent / vacant WRSC Subcommittee Co-Chairperson A and / Co-Chairperson B, the WRSC Co-Facilitator B will conduct the workshop.

**10.12** The Guidelines for each WRSC subcommittee are as follows:

## **A.) ACTIVITIES SUBCOMMITTEE GUIDELINES**

### **I. Purpose**

The purpose of the Activities Subcommittee is to promote unity among areas and groups within the Wisconsin Region through the coordination of area and regional functions and thereby generate funds to further achieve our primary purpose.

## **II. Participants / Members**

This WRSC subcommittee shall consist of a Chairperson, a Vice Chairperson, and all Area Activities Subcommittee Chairs or their designated representatives and any interested members of Narcotics Anonymous. For matters of procedure, please refer to the WRSC guidelines.

## **III. Operating Functions**

1. This subcommittee is responsible for holding regional activities (dances, parties, picnics, events, etc.) that are attractive to the newcomer. This Subcommittee will offer activities that celebrate our recovery and foster unity and growth of N.A. in our community.
2. This subcommittee will endeavor to raise funds for regional needs. All proceeds from these fundraisers shall be turned over to the WRSC and distributed under its direction by procedural vote. Monies coming into this Subcommittee, from any source, must be mailed to the WRSC Treasurer on the following business day.
3. This subcommittee is responsible for the creation and distribution of flyers announcing regional functions, approved by group conscience of its members.
4. The purchase and sale of all merchandise approved by this subcommittee shall be the responsibility of designated participants.
5. Coordinates with the Web Group on the Regional calendar.

## **B.) HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES**

### **I. Purpose**

The H&I subcommittee serves the need of all the areas within the Wisconsin Region by conducting activities that promote the growth and strength of all H&I efforts and needs within the region and the fellowship. This subcommittee acts as a resource for NA members, groups and areas in their efforts to carry the NA message of hope and the promise of freedom to those who cannot come to us.

#### **This subcommittee serves a number of purposes;**

1. Provides a resource for the members, groups and areas in their H&I efforts by providing supplies, literature, information and other materials necessary to better carry the message.
2. Maintains a list of all institutions that are being served and which area is serving that facility.
3. Provides a forum or pooling place for area H&I subcommittees to share their experience, strength and hope .
4. Maintains communication with the World Board so that the member areas may be informed of its activities.
5. Reviews guidelines periodically which will be submitted at the first Region in January of each year.
6. Working with Public Information chair for the twice a year printing of meeting lists, which will be distributed as follows:

Areas with  $\leq 5$  H&I meetings, will receive 50 meetings lists.

Areas with  $\leq 10$  and  $> 5$  H&I meetings, will receive 100 meeting lists.

Areas with  $> 10$  H&I meetings, will receive 150 meeting lists.

### **II. Members:**

Chairpersons of area H&I subcommittees or their representatives and anyone interested in carrying the message through H&I.

## **C.) LITERATURE SUBCOMMITTEE (WRLS) GUIDELINES**

### **I. Purpose**

This subcommittee deals with our primary purpose as it is achieved through writing; Serving as a communication link in all matters regarding literature between the groups and Literature Subcommittees on all levels; area, region and world, providing a forum and atmosphere where members may contribute to the development and creation of literature.

### **II. Function / Responsibilities**

1. Serves and assists the Area Literature Subcommittee (ALS) within the WRSC on all literature needs;
2. Provides a place for ALS chairs and all interested NA members to come together and share their experience, strength and hope with each other. This committee seeks input from NA members, groups and areas and then

compiles edits and reviews such material. This material can be implemented within the WRSC. The material also is forwarded to NAWS for its use;

3. Supports ALS's by assigning projects, hosting regional literature workshops and serving as a resource of strength, hope and experience for all ALS's to use;
4. Informs WRSC of all happenings in area, regional and world literature and encourages support from Wisconsin Region NA members through announcements, flyers and reports;
5. May propose and develop ideas for new literature submitted by members of the fellowship.
6. This subcommittee will holding a yearly literature conference in conjunction with any regional event being held in the summer months to complete assigned projects and hold various workshop as needed. Subcommittee members will endeavor to correspond with each other via e-mail between meetings. Additional meetings may be held as the WRLS deems necessary. It is the responsibility of this subcommittee to work closely with NAWS and WRSC to help in their efforts to accomplish these goals.
7. This subcommittee is also responsible for coordinating the review of unapproved literature within the WRSC and for forwarding input on literature for approval to NAWS;
8. Accepts projects from WRSC and NAWS.

### **III. Participants / Members**

1. Consists of a Chairperson, Vice Chairperson , Secretary, ALC Chairpersons and/or representatives and any other NA members interested in participating in the literature process.

### **IV. Requirements and Responsibilities of officers of the WRLS**

1. Chairperson (one year term):
  - A. A minimum of two years continuous clean time.
  - B. A minimum of one year NA service experience.
  - C. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
  - D. Have a copy of the Traditions and Concepts available at the subcommittee meeting.
  - E. Previous subcommittee involvement.
  - F. Serves as a link between the WRSC and NAWS so that the region's experience, strength and hope may be represented on any new literature projects NAWS entrusts to us for development;
  - G. Sets up and schedules meetings and directs the focus of each meeting;
  - H. Attends the WRSC and reports to that body on the goals and progress of the WRLS;
  - I. Initiates all communication between subcommittee and the WRSC and NAWS.
  - J. Ultimately is responsible for the files and written records of the work of the WRLS;
  - K. Forwards contact information of the officers to the WRSC secretary.
  - L. Instructions for new Chairperson:
    - i. Contact previous WRLS Chairperson, get an overview of subcommittee procedures and work in progress; obtain all files, supplies and funds in order to effect a smooth transition.
    - ii. Shall maintain Registration with NAWS. all correspondence from NAWS;
    - iii. If necessary, orders the current NA Literature Handbook and subscribes to NAWS News and other updates from NAWS.
    - iv. Become familiar with all files, handbooks, procedures and policy guidelines of the WRLDS and WRSC.
    - v. Contacts ALS Chairpersons and neighboring RLS Chairpersons to open lines of communication, foster cooperation and build unity and support.
2. It is the responsibility of the outgoing officers to insure that the new officers have all the necessary files and materials as well as any projects in process as well as any help or instruction the new officer may need.
3. Any removal of Trusted Servants or Redress of a grievance shall be followed in accordance with Article 9; WRSC Guidelines.

## **V. TYPICAL MEETING AGENDA**

1. Except for elections (which shall be cast by vote), the WRLS shall use consensus Decision making as outlined In Article 7 of the WRSC policies except 7.01, 7.02 and 7.07;
2. Open with the Serenity Prayer, reading of the Twelve Traditions, the Twelve Concepts and the Service Worker's Prayer, and the WRLS Statement of Purpose. It is an option to read the day's entry from the Just for Today book.

## **VI. BUDGET**

1. The chairperson shall prepare an annual budget which should include (but not limited to):
  - A. Paper, printing and postage of flyers, literature or any other relevant items;
  - B. Travel expenditures including mileage and lodging expenses;
  - C. Any other expense as the WRLS deems necessary and is relevant to carry out the subcommittees responsibilities.

## **D.) OUTREACH SUBCOMMITTEE GUIDELINES**

### **I. PURPOSE:**

To reach out and help spread the message of unity by providing a forum for areas to share their experience, strength and hope at the regional level. Attending area Outreach Subcommittee meetings to gain input and to share experience. Helping interested areas form Outreach subcommittees. Communicating with other regions and the fellowship as a whole regarding Outreach issues. To ensure that any NA member, group or meeting within the WRSC boundaries, can participate in the NA service structure and receive NA services.

### **II. PARTICIPANTS:**

1. This subcommittee welcomes input from any interested addict.
2. Participants shall be:
  - a. Area Outreach subcommittee Chairpersons or;
  - b. A representative directed by an area if there is no chairperson or if no outreach subcommittee exists.

### **III. Helpful Hints:**

1. Communication and open-mindedness are the keys.
2. What is good for one outreach meeting is not necessarily good for others. We are not trying for conformity, But, rather laying the foundations for meetings to grow and for members of the groups to grow as individuals.
3. When starting a new meeting, remember it is not the meeting of the church, hospital or the half-way house. It is merely a meeting held on that property with their permission and under the condition of rent or payment by doing some work of equal value.
4. It is never MY meeting, YOUR meeting or ANYONE ELSE'S meeting. It is an NA meeting.
5. Should an area in the WRSC not attend 2 concurrent WRSC meeting rotations, this subcommittee will make every attempt to attend the absent ASC meeting to ensure there is knowledge of how to get word to the WRSC if this absent ASC may be in need of assistance. In the event that a visit in person is not possible before the next WRSC cycle, a phone call will be made to the chair or acting chair of this ASC to allow them the opportunity to receive any assistance they may need from the WRSC.

## **E.) POLICY SUBCOMMITTEE GUIDELINES**

### **I. Purpose**

This subcommittee deals with the policies and procedures of Narcotics Anonymous. The general policies of NA are expressly stated in our Twelve Traditions; however, the application of these Traditions in relation to the WRSC and its member areas is the concern of this subcommittee.

### **II. Responsibilities**

1. This subcommittee is responsible to maintain, revise each March and make our Regional Guidelines and procedures available; to evaluate the effectiveness of the current WRSC policy and/or procedure and recommend to the RSC any changes or modifications where appropriate, and for supplying guidance, if requested, to Area Policy Chairpersons in the development and maintenance of their own Area Guidelines.
2. This subcommittee also deals with possible indiscretions involving the Twelve Traditions within the region. When an occurrence cannot be resolved at the group, Area or regional level, this committee shall write a

detailed letter describing the occurrence and the circumstances involved, and then give a copy to the RD for review and input.

3. This subcommittee is not a governing body and ought never be confused as such. It only acts in matters where the WRSC charges it to do so. At no time should the policies of the WRSC, our subcommittees, or any other NA service board or committee conflict with the Twelve Traditions and/or Twelve Concepts of Narcotics Anonymous.

## **F.) PUBLIC RELATIONS SUBCOMMITTEE GUIDELINES**

### **I. Name**

The name of this work group shall be the “Wisconsin Public Relations Work Group”, here after referred to as (WRPR). The WRPR is formed by and is directly responsible to the Wisconsin Regional Service Conference of the fellowship of Narcotics Anonymous (WRSC), and is a work group of the WRSC.

### **II. Purpose**

WRPR's primary purpose is to carry the message to addicts who still suffers by informing the public that Narcotics Anonymous exists and that NA offers recovery from the disease of addiction by offering information that includes where and how NA meetings can be found. The WRPR responds to any and all requests for information. In addition, the WRPR is responsible for developing and implementing Regional Public Relations projects and cooperating with neighboring regions in joint PR efforts. All PR efforts will be carried out in strict accordance with the Twelve Traditions of Narcotics Anonymous. This work group shall act as a resource for those who wish to carry the NA message of hope and the promise of freedom through public Relations activities.

### **III. Responsibilities**

1. WRPR acts as a liaison between NA and society as a whole.
2. WRPR shall operate, maintain and coordinate the Regional Website (through a **Web Group**; See **V** below).
3. WRPR shall be the primary operator and administrator of the Regional “help-line”.
4. WRPR will be responsible for updating and printing of new Regional meeting lists as directed by the WRSC.  
WRPR is responsible for compiling, printing and distributing the Regional meeting list at least twice a year.
5. WRPR shall designate 2 members to coordinate with and regularly update the NAWS meeting database by means of the WRSC meeting database. This will be done in cooperation with the areas designated representatives.
6. WRPR shall seek out and attend professional conferences, bringing NA literature and informational displays to further the purpose of informing the professional public about NA.
7. Supplying information and guidance to Areas for all forms of public service announcements and all related media contact.
8. Setting up displays for special open meetings and possibly arranging for a speaker on the regional convention program.
9. Direct mailings (bulk rate or non-profit) to establish lines of communication, cooperation, but not affiliation, between any NA groups interested in helping the addict who still suffers, and regional or state wide agencies, associations, organizations and facilities (private or government-assisted);
10. Coordinating public speaking engagements with any requesting facility or organization, and setting up special committees to do the same at any convention related to helping addicts or concerned with the disease or treatment of addiction;
11. Arranging for approval and permission for health service professionals within the region to attend NA meetings for informational purposes;
12. WRPR is responsible for stockpiling, maintaining and coordinating distribution of all the above information, archives on past experiences, guidelines, phone services, help lines, examples of letters used in direct mailings to professionals, public service announcements, posters and leaflets for public display, stickers, cards and contact numbers and any other tools useful to the PR committee.

#### **IV. Position Descriptions**

##### **1. Chairperson:**

- a. Arranges an agenda for and presides over the regular meetings;
- b. Reports to the WRSC at its regularly scheduled meeting;
- c. Coordinates the Web Group;
- d. Coordinates the Helpline/ Phone line Group
- e. Coordinates publication of the Regional meeting directory;
- f. Coordinates the NAWS database update group;
- g. Coordinates the activities of Area subcommittees, as needed;
- h. Initiates and maintains contact with neighboring Regional PR committees;
- i. Delegates work as necessary to keep the work groups functioning smoothly.

3. A Vice-chairperson and/or Secretary may be elected by the work group as needed.

#### **V. Web Group**

##### **1. Purpose:**

The primary purpose of the WRSC web site is to carry the message to addicts and the public at large by informing the public that NA exists in the Wisconsin Region and that NA offers a method of recovery from the disease of addiction.

##### **2. Participants:**

This work group shall consist of Web servants and web coordinators as deemed necessary and appropriate by the WRPR. All Area web servants are encouraged to participate in the Web Group.

- a. A report will be given at each regional meeting.
- b. Meetings (on-line or in person) will be held as needed.

##### **3. Content:**

###### **Meeting List:**

- a. Searchable by city.
- b. Updated regularly by way of Area on-line submissions.
- c. Meeting list updates shall be accepted from Area RCM'S or designated Area representatives via the web coordinator link on the website.
- d. If on-line submissions are unavailable, special accommodations can be made by phone or mail.
- e. The WRSC may, at its discretion, direct the web group to include on the Regional meeting list any meeting within the geographical boundaries of the WRSC.
- f. The Web servants shall maintain the Meeting List and regularly submit a complete updated meeting list to the PR Chair and Areas by request.
- g. A printable meeting list shall be posted on the meeting list page.

###### **Calendar:**

- a. Updated regularly by way of Area on-line submissions.
- b. Calendar events and flyers shall be accepted from Area RCM'S or designated Area representatives via the web coordinator link on the website.

###### **Conference Page:**

- a. Updated after each WRSC
- b. Link to Conference flyer
- c. Conference hosting schedule
- d. Conference hosting guidelines
- e. WRSC minutes shall be posted minus the contact list and treasurer's report.

###### **Hot Links:**

All links must be approved by the WRSC. The committee may create area "sub sites" as part of the regional site. The WRSC website shall provide links to the following:

- a. NAWS
- b. WSNAC

- c. Midwest Zonal Forum
- d. Area websites within the Wisconsin Region which are sanctioned by that Area's service committee.

**Contact:**

- a. [wrsrna@wisconsinna.org](mailto:wrsrna@wisconsinna.org) will go to the Regional Facilitator, Vice Facilitator, RD and RDA of the WRSC.
- b. [webservant@wisconsinna.org](mailto:webservant@wisconsinna.org) will go to the web servants/coordinators.
- c. Link to email for the Wisconsin Regional Service Office

**Miscellaneous Content:**

- a. All other content must be approved by the WRSC.

## **ARTICLE ELEVEN: GUIDELINES FOR WSNAC and WRSO BOD POOLS**

### **11.01 WRSC pool eligibility requirements:**

1. A minimum of two years of continuous clean time.
2. A minimum of one year of NA service experience

### **11.02 Criteria for selection of nominees:**

1. Each of the respective Board of Directors (BOD) may develop qualifications of their own not presented here.
2. The WRSC secretary will keep the updated qualifications on file for 2 years or if elected to a board. The following circumstances and qualities will be considered by the WRSC when electing to the pool:
  - a. The need for balance between rotation (new people and fresh experience) and continuity in NA service efforts.
  - b. Recovery experience.
  - c. Service interests and experience.
  - d. Pool members fall under election guidelines for trusted servant.
  - e. Geographic diversity will be an important factor only if all other considerations are equal.

### **11.03 Administrative policy for WRSC pool:**

1. The WRSC administers the pool. WRSC guidelines are the criteria for election and removal of trusted Servants.
2. All information in the WRSC pool is kept in strictest confidence.
3. Increasing the membership of the WRSC pool is high priority.
4. Pool members must be re-elected every two years
5. The WRSC Secretary provides a current list of all pool members to WSNAC/WRSO on a yearly basis
6. Each BOD may re-elect members within committee without member returning to the pool procedure. Members not re-elected must be reinstated to pool by the WRSC.

## **ARTICLE TWELVE: Hosting Regional Meetings**

### **12.01 When we meet:**

The WRSC shall meet on the weekend of the third Sunday of the months of January, March, September and November. Advanced planning is the key here. If negotiations are made well in advance you have a much better chance of getting the necessary facilities and reasonable prices.

### **12.02 Who is responsible:**

The hosting committee will coordinate with the Regional Co Facilitator B on the agenda of the weekend. (See Article 3.02 for the entire ASC Host rotation schedule).

### **12.03 Financial information:**

The WRSC may provide the hosting area with up to \$400 toward meeting room costs. Upon finalization of negotiations with the facility, the Area contact person is to notify the WRSC Treasurer with the facility address, phone number, contact person and cost. Do not guarantee the rooms and sign anything that would indicate a guarantee. Please refer to WRSC Financial Guidelines, F 4.02(5).

### **12.04 Hotel room setup requirements:**

Knowledge of how to negotiate with hotels is helpful. You can usually get the meeting rooms at a reduced cost by letting the hotel know that we will be renting rooms and eating at their restaurant (if they have one).



1. Every effort should be made to insure that ALL facilities used are wheelchair accessible.
2. Regularly scheduled meetings of the WRSC are non-smoking. There may be a designated smoking area outside of the main room.

#### **12.05 Sleeping rooms:**

We will need between ten and twenty rooms on Friday and Saturday night. Keep in mind some ASCs and their members simply cannot afford \$90 a night hotel rooms. If secondary, lower cost lodging is available nearby, include this information in your flyers. **DO NOT Guarantee a room block. The WRSC will NOT be responsible for any room block negotiated with a hotel.**

#### **12.06 Meeting space:**

The meeting room should be spacious and capable of comfortably accommodating fifty people. **The room should be secured from 7:30am to 6:00pm on Saturday and 9:00am – 5:00 pm Sunday. We need 1 table for the Treasurer; and a “flyer table”.** It is suggested that the hosting Area provide a recovery meeting from 8am – 9am, prior to WRSC. It is also suggested that the hosting area provide a lunch or dinner, if possible. It is the feeling of the Region that a meal helps promote unity and is a good opportunity for the hosting area to raise funds. It is not suggested that you book meals with the hotel.

#### **12.07 Flyers:**

All the necessary information should be completed and submitted to region six months in advance. With flyers out no later than the WRSC prior to hosting the WRSC weekend. A list of addicts available to act as local information guides included on the maps is greatly appreciated.

#### **12.08 Helpful Hints:**

If possible, use a facility that includes hotel rooms and meeting rooms. It is always tempting to use a number of facilities to keep costs down; however cost has to be weighed against convenience. If it just isn't possible to hold the entire weekend event at one location no more than one other facility should be used, and there should be detailed maps at all locations. Electrical outlets nearby and Wi-Fi internet access would be helpful. The WRSC meeting may be held in locations other than a conference room at the hotel; examples like a church basement, community center, or school. Remember the size of room we need is to be spacious and capable of comfortably accommodating fifty (50) people. Region will only pay up to \$400.00 for the space per cycle.

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## **WISCONSIN REGIONAL SERVICE CONFERENCE FINANCIAL GUIDELINES**

### **ARTICLE ONE: Definition**

**F1.01** This set of guidelines shall serve as a written set of instructions for the dispersal of WRSC funds.

**F1.02** These guidelines shall set forth the procedures for documentation of all expenses and revenues and to assure a complete and accurate record of WRSC finances

### **ARTICLE TWO: General Guidelines**

**F2.01** All funds shall be combined into one bank account to be managed by the WRSC treasurer.

**F2.02** The WRSC Treasurer, Vice Treasurer, Co Facilitator A, Co Facilitator, and the Secretary shall be designated as co-signers of the WRSC bank account.

**F2.03** Checks drawn on the WRSC bank account shall require two signatures for any and all transactions.

**F2.04** No Trusted Servant may sign a check made out to themselves.

**F2.05** Use of the bank debit card or EBT ( Electronic Bank Transfer) should only be used if writing a check is not feasible. Use of the debit card is limited to signers on WRSC's bank account or the administrators for the phone line or web (should the card number or expiration date changed) with the knowledge that they only use the card for the specific purpose. The person who uses the card or EBT must notify one other signer in writing prior to the transaction. The one exception is if a bill is set on auto-pay (i.e. the phone bill or web site). The treasurer shall be in possession of the card at

all times and should be kept in a safe place and should not be carried around with the person except at the time of surrender. Because the treasurer's name is on the card, the card is to be surrendered at the end of the treasurer's final term and a new card shall be issued by the bank with the new treasurer's name on it. This should be done at the bank when the signers appear at the bank to make the necessary changes on the account at the end of the treasurer's final term.

**F2.06** At the end of his/her final term, the outgoing Treasurer shall reveal the WRSC online banking user name and password to the new Treasurer. The new Treasurer will change the password on the account after an audit which will be conducted after the end of the RSC.

**F2.07** The WRSC shall audit the books once a year utilizing an ad-hoc committee comprised of at least the WRSC Facilitator, the Regional Delegate, and an outside professional auditor, if the WRSC body of the whole deems it necessary. The audit shall commence two regional service conferences prior to the end of the current Treasurer's term and shall report on the last RSC of the Treasurer's term. This audit shall follow the currently approved audit format.

**F2.08** No two active signers of the WRSC bank account may reside in the same household. See F2.02 for list of signers.

### **ARTICLE THREE: Reserves and Allowances**

**F3.01** At the beginning of the calendar year, each subcommittee and trusted servant, except delegate team shall submit a budget to the Treasurer. These budgets shall be due by the first RSC of the year, except the delegate team, which will be due the region after election of said positions and with input and approval at the following RSC. **Note: These budgets are simply a projection of anticipated projects and expenses for the year.** All funding needs over the working reserves will still need to be brought before the WRSC for approval.

**F3.02** Working reserves shall be established from these budgets for the purpose of regular administrative costs incurred by the committee or Trusted Servant (i.e. copies, phone calls, mileage) during each two-month period between Regional meetings. (These figures may be adjusted if necessary at the beginning of the next budget year.) The delegate reserve allotment amount is established from projected total expenditures for attendance at World Service Conference meetings, including quarterlies, divided by twelve.

**F3.03** Expenses in excess of these reserves, or requests for funds by other individuals directed to, or required to travel by the WRSC, will be reimbursed after a motion to reimburse the expense is brought by the individual, or a designated party, to the WRSC and approved.

**F3.04** Mileage will be reimbursed at the following rate of \$.25 per map mile.

**F3.05** The Treasurer shall be able to disburse funds up to \$400 to cover the meeting room expenses at the RSC meeting.

**F3.06** The Treasurer shall be able to disburse fund for Delegate travel to World Service Conference, Mid-west Zonal Forum and U.S. Regional Assembly for the expenses in the following amounts:

1. Mileage/tickets: Restricted to the amount necessary to provide the least costly transportation to the conference in a timely fashion.
2. Lodging: Amount necessary to provide the lodging at the conference hotel.
3. Meal allowances \$50 a day maximum.

**F3.07** The RD and RDA must give unanimous consent to any members occupying the room paid for by the WRSC. **F3.08** Any Trusted Servant of the Region who would be reasonably thought to be entitled to reimbursement of expenses at a later date may request an advance to cover these expenses. This will be recorded as an advance with that Trusted Servant being liable for the full amount until a valid expense report including receipts, are turned in and/or until the cash is returned.

**F3.09** Any WRSC participant as defined in Article 4.01 and any WRSC elected trusted servant as defined in Article 5.01 may request funds for participating in the WRSC meeting for up to \$75.00 per regional meeting. The Conference Participation Fund shall be broken down into three \$25.00 sections; they are as follows: Saturday, until 12 noon; Saturday, 12 noon until close of business. Sunday, until ending of the Conference weekend. All participants attending the full conference are eligible to receive \$75.00. Participating expenses are limited to travel, lodging and /or meals.

**F3.10** Working reserves are as follows: The table below indicates reserves per month beginning: **January 2017**

**\*With exemption of Prudent Reserve and Conference Participation Reserve and Administrative committee.**

	ANNUAL	Monthly
Prudent Reserve	\$500.00	Exempt
Conference Participation Reserve *Distributed per cycle	\$2,800.00	\$700.00
Administrative Committee <b>(including Secretary)</b> *distributed per cycle	\$1,828.00	\$457.00
WSNAC Representative <b>(by Request Only)</b>		
WRSO Representative	\$360.00	\$30.00
WRSC Delegate Team- Admin. <b>(by Request Only)</b>		
Activities subcommittee	\$1,000.00	\$83.33
Hospitals & Institutions subcommittee	\$1,350.00	\$112.50
Literature subcommittee	\$720.00	\$60.00
Policy subcommittee	\$198.00	\$16.50
Public Relations subcommittee	\$1,550.00	\$125.00
PR- Administrative (per cycle)	\$2,700.00	\$225.00
Outreach subcommittee	\$402.00	\$33.50
<b>SUBTOTAL</b>	<b>\$13,408.00</b>	
Delegate Transfer	\$450.00	
<b>TOTAL</b>	<b>\$13,858.00</b>	

**F3.11** The net annual budget balance will be carried over into the next scheduled cycle.

## **ARTICLE FOUR: Procedures**

### **F4.01 Revenues:**

1. All revenues received shall be recorded in the current receipt book for the WRSC.
2. A copy of each receipt shall be returned to the addict, group, area, subcommittee or other entity which donated or generated the money.
3. Contributions, donations, and moneys from fundraisers to WRSC in-between conference cycles shall be as follows:
  - A. The entity sets up a Pay Pal account and links it to their account then transfer the contribution to WRSC's account.
  - B. The entity sends a check or money order to the Treasurer's address along with an e-mail. The Treasurer makes the deposit and e-mails the receipt.
  - C. The entity retains the money and sends it to the next RSC to hand directly to the Treasurer.

### **F4.02 Expenses:**

1. All expenses will be reimbursed up to the levels set out in Article Three of these Financial Guidelines.
2. All reimbursements will require legal valid receipt from a place of business.
3. All reimbursements will require an expense report to be completed before a check will be issued.
4. All expenses of the WRSC as a whole, such as donations, RSC room rent and/or all other valid RSC expenses shall have an expense report filled out by the Treasurer to reflect the payment for the records.
5. WRSC Room rent is to be paid directly to the facility by the WRSC Treasurer upon notification by the hosting area.
6. All expenses shall be recorded in the general ledger of the region in order to maintain a permanent record of transactions.
7. Use active and inactive reserves. Do not fill a reserve if the position is not filled or the Committee is not active.

8. The Treasurer shall be responsible for making sure that these procedures are followed.

## **ARTICLE FIVE: Expenditures**

**F5.01** Expenses will be paid on a "cash available basis". No expenditures will be made unless there is sufficient money available to pay for them. This is to keep the name of WRSC and NA as a whole above reproach.

**F5.02** In the case of in-between cycle expenses, the subcommittee will complete a "Funds Request Form" and either e-mail or mail it to the Treasurer. The Treasurer will determine if there are adequate funds available and the request falls within the requirements of the subcommittee working reserve for that cycle. If the request falls within the above mentioned parameters, the Treasurer will create a check and sign it and forward it to another authorized signer on the account. That person in turn, will sign it and send it to the subcommittee. Communication between the parties should occur during the entire process. Should the request NOT meet the above mentioned requirements the request will be discarded and the subcommittee will be informed of the denial. It is suggested that before a member incur expenditures to contact the Treasurer to insure that the request fall within the above mentioned parameters.

**F5.03** WRSC expenditures shall be dispersed in accordance with the following list of priorities:

Replenish reserves:

Prudent Reserve of \$500.00.

Recurring monthly expenses.

Meeting lists and outstanding bills as per previous WRSC motions.

Reimbursements (in priority order):

1. P.R./Web group
2. H & I
3. Literature
4. Outreach
5. Activities
6. Policy
7. Secretary
8. Conference Participation Fund
9. Treasurer
10. Facilitators
11. WSNAC Representatives
12. WRSC Delegate Team (administrative)
13. WRSC Delegate Travel

1. Reimburse expenditures of Trusted Servants working without a reserve.

2. Disburse funds as per present WRSC motions and subcommittee literature requests. a. All other financial motions.

3. Place budgeted funds in Delegate reserves.

4. Donate 5% of remaining revenue to NAWS and 5% to Multi Zonal Forum (MZF).