

**THE GUIDELINES OF WASHINGTON NORTHERN IDAHO REGIONAL  
SERVICE COMMITTEE OF NARCOTICS ANONYMOUS (Adopted July 2006)  
(Amended July 2007, October 2007, October 2008, July 2009, July 2010, July 2011, July 2012,  
October 2014, October 2015, July 2016, October 2016, April 2017, July 2018, October 2018,  
January 2019, July 2019, October 2023)**

**ARTICLE I – Name**

The name will be the Washington Northern Idaho Regional Service Committee of Narcotics Anonymous hereinafter called RSC or the Committee.

**ARTICLE II – Object**

The purpose of the RSC 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 basic situation and needs, and by encouraging the growth of the Fellowship.

**ARTICLE III – Members**

- Section 1      General membership in the RSC will be open to all individuals who share the stated object of the Committee.
- Section 2      Voting membership in the RSC will only be open to an ASC’s designee as prescribed in Article VI, Section 2.
- Section 3      RSC service positions are the RSC officers and RSC sub-committee chairpersons.

**ARTICLE IV – Officers**

The officers of the Committee will be a Chairperson, a Vice Chairperson, a Recording Secretary, a Treasurer, an Auditor, a Regional Delegate, and an Alternate Delegate.

**ARTICLE V – Meetings**

- Section 1      The committee will meet starting on the second Friday of the first month of each quarter, unless change is necessary due to extenuating circumstances and reported to the body.
- Section 2      Special meetings may be called by the Chairperson and will be called upon written request of three voting members. The purpose, place and time of the meeting will be stated in the call. Except in cases of emergency, at least twenty-one days’ notice will be given.
- Section 3      Quorum will consist of 51% of the members on the quorum list. To remove an Area from the quorum, list any Area that has not attended WNIRSC Regional meetings for three consecutive times. They would remain on the regional mailing list.
- Any Area removed from the quorum list will be reinstated upon attendance at a future RSC.
- Section 4      During RSC weekend the RD will schedule a RCM sharing meeting (usually Saturday morning

at breakfast) in Ellensburg.

- Section 5 During RSC weekend the RSC Chair will schedule an Administrative meeting consisting of Chair, Vice Chair, Secretary, RD, RD Alt., Treasurer, Auditor and C&E Chair. This meeting is open to all members of NA with participation limited to the administrative body.
- Section 6 RSC will be held in Ellensburg quarterly unless scheduled virtually, remotely or online by the RSC Chairperson.
- Section 7 The RSC shall conduct a bi-annual inventory during Spring Quarter.
- Section 8 The Fellowship Services Association (FSA) annual meeting will be held in conjunction with the October (Fall) RSC.

### **ARTICLE VI – Voting**

- Section 1 Voting on all RSC motions and elections will be done on a one area/one vote system.
- Section 2 The order of succession for voting members will be:
- Regional Committee Member (RCM)
  - Member specifically designated in writing by their ASC. (Designated member).
- Section 3 Any member of the Committee may make a motion or participate in discussion. Seconds must be made by a voting member.
- Section 4 Motions may be amended or withdrawn at any time by the maker prior to voting. Seconds must be made by a voting member.
- Section 5 In case of a tie vote on any motion or election, the triumvirate of the RSC (Chairperson, RSC Vice Chair, and the RD) will cast one vote each to decide the issue. If one or more of these officers are absent, the Alternate RD, Recording Secretary, and the Treasurer, in that order, will replace the missing officer(s), retaining the triumvirate. All issues will be re-discussed and re-voted before voting occurs by the triumvirate.
- Section 6 A two-thirds majority vote is defined as two-thirds of the voting members in attendance when the vote is taken. The percentage of the vote will be figured using only Pro's and Con's. Abstentions have the effect of a non-vote. If 33% abstain from the vote, the issue will be reopened for discussion. Absentees have no effect on the vote.
- Section 7 A motion carries/passes with a simple majority vote except for motions that are guideline changes or money motions which requires a two-thirds vote.
- Section 8 Article VI, sections 6 & 7 can be suspended during the Spring RSC when taking the regional conscience on the WSC Conference Agenda Report. During this process we will move into a simple majority vote. Abstentions will be counted as a vote abstain.

### **ARTICLE VII – Elections**

- Section 1 The following members are eligible for nomination to an RSC position; past or current officers of an ASC or the RSC, past or current ASC or RSC sub-committee members.

- Section 2 Any member of the Committee may nominate a qualified individual for an RSC position. Nominees must be present either physically, virtually, or remotely at the RSC meeting during which the election is held.
- Section 3 A simple majority is required to elect these service members.
- Section 4 A member cannot hold more than one regional service position at one time including RCM, RSC elected service and voting position.
- Section 5 Loss of abstinence constitutes an immediate and automatic resignation of that service position. Following written notification, a service member may be removed from their service position for non-compliance at the next RSC meeting. A two-thirds vote is required for removal. Non-compliance includes but is not limited to:
- Non-fulfillment of the duties of their position.
  - Non-attendance at a regular session of the RSC without prior notification to the RSC chair.
- Section 6 A six-month moratorium will be required for any service member resigning or removed from their position prior to completion of their term. The only expectation will be when their resignation is to fill a newly elected position.
- Section 7 The service members are elected as follows:  
All service members, other than the RD, Alternate RD and Auditor, C&E Chair, C&E Treasure will be elected to serve a one-year term. Terms of service for all positions will begin at the close of the meeting at which they were elected.
1. The Regional Delegate and Alternate Delegate shall be elected biannually in odd numbered years prior to the Zonal Forum. Upon election both positions will serve two-year terms.
  2. Conventions & Events Chairperson who may only be elected to serve one complete two-year term, however, members may serve more than one time in the same C&E subcommittee position as long as the election is not consecutive.
  3. Conventions & Events Treasurer is elected in the fall and may only be elected to serve one complete two-year term; however, members may serve more than one time in the same C&E subcommittee position as long as the election is not consecutive.
  4. The Treasurer is elected each year at winter RSC the term as Treasurer will begin at the Winter RSC, upon re-election may serve a second term.
  5. Treasurer Trainee is elected each year may serve one year as Treasurer, with option of re-election to a second term
  6. Auditor is elected every other year and serves a minimum of two years, upon election may serve a second term.
  7. Secretary Trainee is elected each year, serves a minimum of one year. The Secretary Trainee may serve one year with the option of re-election to a second term. Upon re-election as a secretary, will serve another full year training a new Secretary Trainee elected the following autumn.
- Section 9 RSC service positions will be elected quarterly by the RSC as follows:  
**Winter:**
- Hospitals and Institutions Chairperson
  - Activities Chairperson

- Treasurer
  - Treasurer Trainee
  - IT Services Committee Chairperson
- Alternate Delegate and Delegate Odd Years

**Spring**

- Public Information Chairperson
- Literature Chairperson

**Summer**

Convention & Events Committee Chair – Odd Years

- Convention & Events Committee Treasurer –Odd Years

**Autumn**

- Chairperson
- Vice Chairperson
- Recording Secretary
- Secretary Trainee
- Auditor Even Years

Section 10 In cases of removal or resignation of a service member, an interim service member will be elected to serve the un-expired term, in accordance with the following: The RSC will elect an interim service member during the next RSC meeting. In cases of mid quarter removal or resignation, the RSC chairperson will appoint an interim position until the next regular RSC meeting.

**ARTICLE VIII –Subcommittees**

- Section 1 The RSC may establish subcommittees from time to time to carry on the work of the Committee. These subcommittees will perform the duties as stated in Article IX, Section 2 (Spiritual Guidance).
- Section 2 The voting members will form standing subcommittees upon approval. The standing subcommittees will include, but are not limited to: Hospitals & Institutions, Public Information, Literature, Conventions & Events, Activities and Information Technology Services.
- Section 3 Special subcommittees may be appointed by the Chairperson or they may be formed by motion upon approval by the voting members.
- Section 4 Special subcommittees Chairpersons will be appointed by the RSC Chairperson unless otherwise specified in the motion to commit.
- Section 5 All WNIRSC Chair, Vice Chair, RD, Alternate RD, Area subcommittee chairs or RCM if no subcommittee exists at Area level no later than 14 days following said subcommittee.
- Section 6 Any subcommittee planning a regional event other than subcommittee meetings specifically address the issue of adherence to our 12 Traditions, and the delivery of a clear and concise NA message of recovery from the disease of addiction.
- Section 7 Schedule of all regional events, except WNIRSC or subcommittee meetings be reviewed by the

RSC Chair, Vice Chair, RD, and Alternate RD for adherence to our Traditions, and that any apparent contradictions of our Traditions, and that any apparent contradictions of our Traditions to be corrected before such an event can occur.

Section 8 All WNIR subcommittees, except Conventions & Events, will meet at the same date and location once a quarter.

Section 9 All proposed amendments to subcommittee guidelines be approved in respect to each subcommittee, then be brought to WNIRSC body. Amendments will go into effect after WNIRSC approval. The Convention and Events committee shall create and approve Conventions and Events Host Committee guidelines (PNW, Clean and Free, WNIRCNA, WNIR HI/PI Learning Days, Mobile Convention) and shall create and approve changes to the Appendixes section of the Conventions and Events guidelines.

Section 10 All standing subcommittees, conventions or host committee's or special subcommittees shall comply in all their actions with the following documents in succession: The Twelve Traditions and Concepts of Narcotics Anonymous, Current Regional Guidelines, Current Standing Committee Sub-Committee Guidelines, Current Host Committee Guidelines (if applicable), other Rules of Order that may be adopted (if applicable).

### **ARTICLE IX – Spiritual Guidance**

Section 1 The Committee will not make any motion or take any action that conflict with the Twelve Traditions of Narcotics Anonymous.

Section 2 The Committee will comply in all its actions with the following documents in succession:

- The Twelve Traditions & Concepts of Narcotics Anonymous
- Current Regional Guidelines
- A Guide to Local Services in Narcotics Anonymous
- Current publications of all conference approved service related materials including Narcotics Anonymous handbooks: H&I, PR, Phonelines, Treasurers, and Convention Guidelines
- Past WNIR motions
- Robert's Rules of Order

Section 3 All motions sent back to areas for consideration will state:

- Who will carry out this motion?
- What the task is.
- Why are we doing this particular task?
- How will the task be carried out?
- Financial impact.

### **ARTICLE X – Funds**

Section 1 All moneys accumulated from Area contributions and other Narcotics Anonymous sources, except Convention & Events will be maintained in an interstate bank account general fund with separate bookkeeping of individual subcommittees and special funds, subject to disbursement by the Regional Treasurer for paying obligations. All Convention & Events funds will be

- managed according to the Convention & Events committee guidelines approved by the RSC.
- Section 2 All expenditures will be made by check.
- Section 3 All checks shall be required to have two of the following signatures:
- Treasurer
  - Chairperson
  - Vice Chairperson
  - Recording Secretary
- Section 4 In the event a check is made payable to one of the authorized signers of the bank account, the payee will not be authorized to sign said check.
- Section 5 Expenditures from the treasury will only be made in one of the following manners:
- Upon proof of payment from vendor
  - Submission of itemized expense voucher from vendor with receipts forthcoming within 21 days. Further payments to that service member will be contingent upon proof of payment.
  - To NAWS
- If no receipt is available approval must be made by RSC voting members.
- Section 6 The Committee will make available funds to assist the Regional Delegate and the Alternate Regional Delegate with designated expenses incurred. This travel fund has a prudent reserve of \$2,000.00.
- Section 7 The Treasury will maintain a prudent reserve equivalent to one quarter's operating expenses plus an additional \$100.00 to cover miscellaneous unexpected expenses.
- Section 8 All RSC budgets including the FSA budget will be submitted to the Treasurer, and will be approved by the WNIRSC, on an annual basis at the October (Fall) RSC.
- Section 9 All motions requiring monetary expenditures require a two-thirds majority vote.
- Section 10 WNIR schedules regular audits of all RSC, subcommittee and host committee banking accounts. The procedures, frequency and participants for all WNIR audits are listed in Appendix A (titled Washington Northern Idaho RSC Audit Procedures) of the WNIRSC guidelines. The C&E subcommittee and Event Host Committee guidelines shall include a current copy of Appendix A in their guidelines. These Audit procedures notwithstanding, any RSC Administrative Committee member may request an audit at anytime of any WNIR account and the RSC Auditor shall schedule the requested audit within 14 days."
- Section 11 Quarterly, RSC will donate 10% of regional income form the previous quarter, and any Funds not obligated, to NAWS.
- Section 12 **1. BUDGET REQUEST GUIDELINES**  
All RSC officers, and subcommittee chairs submit an annual budget request to the WNIRSC providing the following projected line-item information: amount of meeting rent and number of meetings per quarter; copying expenses, postage expenses, supplies, NA literature, phone expenses, travel expenses, if appropriate, and any other itemized expenses. This budget will also contain the name of the office of subcommittee, name of the person submitting the budget,

and the quarter and year of the budget request.

**2. EXPENSE REIMBURSEMENT GUIDELINES:**

All RSC officers, and subcommittee chairs requesting expense reimbursement must submit an expense reimbursement form, attaching legible receipts and applicable phone log to the WNIRSC Treasurer, in person or by mail. This may be done as expenses occur. A reimbursement request will include the following line item expenses incurred: number of meetings held, cost per meeting and total rent paid, copying expenses with description of materials copied, postage expenses with description of materials mailed, itemized supplies, itemized phone log to include date, time, and purpose of call, name and service position of submitting party, itemized travel expenses if appropriate (including reason for trip, time, date, and mileage log), and any other approved itemized expenses. This expenses reimbursement form will contain the office or subcommittee and the year for which the reimbursement is being requested. Line item deviations from the budget request with the exception of ‘other’, so long as the total reimbursement does not exceed the previous quarter’s requests, are acceptable. Any receipt needs to be proof of payment from a person or facility other than the one requesting reimbursement.

**3. WNIRSC BUDGET PRIORITIZATION & NON-DEFICIT SPENDING GUIDELINES:**

RSC will not approve budgets in excess of its annual projected income. Annual projected income will be calculated based on the average of quarterly donations received during the previous four quarters, excluding the prudent reserve and income generated by Regional conventions and Regional fund-raisers.

Expenditures will be prioritized in the following order:

- Payments or installments towards outstanding debts outside the Fellowship.
- Secretarial expenses.
- Approved RSC budget overruns from the previous quarter.
- Other approved budgets of RSC officers and subcommittees.

- Section 13 Lodging reimbursements paid by Region will be reimbursed at the level of two (2) people staying in the same room at the lowest room rate available for two people. Two beds at the same location at the same time. For clarification: 50% of the room rate and tax per person.
- Section 14 Approved Travel (for example, RD Alt Travel to the World Service Conference or to an RSC or sub-committee meeting, be reimbursed according to the most current travel reimbursement policy, excluding mileage reimbursement, in “A Guide to World Services in Narcotics Anonymous”.
- Section 15 Establish and maintain a travel fund of \$250 available for Areas that cannot afford to send representatives to either RSC or All-Subs Day. The fund to be accessed by written request from Areas disbursed by Treasurer and re-filled quarterly when needed.
- Section 16 The Region’s tax identification number shall only be used by the RSC and sub-committees of the RSC. Areas needing a tax identification number should obtain their own.
- Section 17 Gas Reimbursement will be \$.25 per mile.

**ARTICLE XI – Amendments of Guidelines**

- Section 1 Any voting member may propose an amendment to these guidelines at a regular meeting of the RSC. The proposal must be seconded and submitted in writing as a motion. A two-thirds majority of the voting members present is necessary to amend. RCM may move to refer the motion to areas.
- Section 2 The amendment will go into effect immediately upon its adoption, unless the motion to adopt specifies a time otherwise.

## **ARTICLE XII – Special Rules**

- Section 1 Any Area in the Region is allowed to produce Regional T-shirts pre-approved by the RSC. All logos are to have registered ‘R’ stamp to be in accordance with the Fellowship Intellectual Property Trust.
- Section 2 Non-NA Speakers:  
All activities and functions sponsored by the Region are part of NA. All will follow the Twelve Traditions of Narcotics Anonymous. All speakers at Regional events shall be NA members except service-oriented events where the purpose is to foster cooperation and communication between NA and the professional community. We do not provide special treatment for anyone outside NA, including space on flyers, registration forms, or meeting space.
- Section 3 At every Clean and Free and WNIRCNA, the convention program committee will schedule at least two workshops for the Regional Delegate to facilitate an NA World Service issue discussion topic using a small group discussion format. Each workshop and topic will be listed on the program and scheduled simultaneously as other regular speaker workshops and the committee must contact the Regional Delegate in sufficient time to include the current NAWS topics and facilitator name on the convention program schedule. Upon request of the program committee, or if the Regional Delegate or Alternate cannot attend the convention, the RSC or the administrative committee of the RSC can approve changes regarding topics selection, workshop times, or who will facilitate the workshop.
- Section 4 The Zoom platform, which is a remote meeting application, will be managed by the IT services committee. Management includes financial responsibility, account information, and usage assistance. Usage of Zoom will be limited to the RSC committees only and can be done so by submission of a ticket on the WNIRNA webpage.

## **ARTICLE XIII – Duties and Qualifications**

- Section 1 **Regional Chair**  
Qualifications: Completion of previous Regional experience; required clean time of four (4) years.



Duties:

- Attend entire RSC quarterly;
- Secure meeting place for quarterly RSC meetings;
- Prepare agenda for quarterly RSC meetings;
- Facilitate quarterly RSC meetings;
- Schedule administrative committee meeting on RSC weekend;
- The Chair is responsible for the primary mail box key with the ability to delegate that responsibility to another trusted servant. This responsibility may not be delegated to the C&E Chair, C&E Treasurer, RSC Treasurer;
- At the October RSC, appoint a member at RSC to serve as PNW rep for One year;
- First choice to represent Administrative at annual RSC audit;
- Willing to serve as Chairperson of FSA;
- Responsible for verifying RSC tax filing status each year in cooperation with the RSC Auditor and Treasurer.

Section 2

**Regional Vice Chair**

Qualifications: Completion of previous Regional experience; required clean time of three (3) years.

Duties:

- Attend entire RSC meeting quarterly;
- Review guidelines and major motions annually in spring quarter to be revised by summer quarter;
- Attend and oversee quarterly all subcommittee days;
- Attend administrative committee on RSC weekend;
- Can represent Administrative committee at the annual RSC audit;
- Willing to serve as Vice-Chair of FSA;
- Take over for the chairperson in absence.

Section 3

**Regional Secretary**

Qualifications: Completion of previous Regional experience; required clean time of two (2) years.

Duties:

- Attend entire RSC meeting quarterly;
- Take clear, accurate minutes of the quarterly RSC meetings;
- Review guidelines and major motions annually in spring quarter to be revised by summer quarter;
- Compile a list of Major Motions in January for the Winter RSC to be available for all RCM's and RSC trusted servants;
- Provide new RCM's packet to include Regional Guidelines, last year's major motions, last quarter's Regional minutes, and Regional mailing/phone list: Receipts for moneys advanced will be forwarded to the Treasurer within twenty-one (21) days;
- Have copies of Regional minutes available for mailing to interested members at a

- cost of \$5.00 to the requester. (Submit payments from these minutes to the Treasurer);
- Send a set of regional minutes to each committee member within 30 days, if no address for RCM send to Area Chair;
- Can represent Administrative Committee at annual RSC audit;
- Willingness to serve as Secretary of FSA;
- Work with Chair to send notice of the Annual Meeting to all members of the FSA and of the RSC including, Area Chairs, RCMs and RSC Officers. Insure an affidavit of mailing or email of the notice at the annual meeting is provided;
- Prepare Resolutions for all major motions passed by the Board of Directors and for all changes of Bylaws and for all changes of the Articles of Incorporation;
- Prepare and mail miscellaneous correspondence as directed.
- Keep the minutes of the corporate annual meeting;
- Keep the Corporate Seal in a secure location.

Section 4 **Regional Secretary Trainee**

Qualifications

- Past participation in Regional Service;
- Recommended clean time of 2 years;
- A working knowledge of the Twelve Traditions, Twelve Concepts, and the Regional service structure;

Duties

- Assist Secretary in all their duties;
- Attend the entire RSC meeting quarterly;
- Provide a written report to the RSC quarterly.

Section 5 **Regional Delegate**

Qualifications

- Completion of previous Regional experience;
- Required clean time of 5 years.

Duties

- Attend entire RSC meeting quarterly;
- Schedule and attend an hour 'RCM' sharing meeting RSC weekend (not to conflict with RSC business meeting time) and notify Chair of time and place to be included in the agenda;
- Facilitate two small group issue discussions topic workshops annually at Clean and Free
- Facilitate two small group issue discussion topic workshops annually at WNIRCNA;
- Facilitate post World Services Conference workshop at the WNIRCNA immediately following the WSC;

- Facilitate a Conference Agenda Report “CAR” Q&A workshop and acquire and distribute conference agenda reports for each RCM at the first RSC (normally Winter RSC) after the bi-annual Conference Agenda Report is published;
- Attend the World Service Conference;
- Submit budget request up to \$75.00 for Conference Agenda workshops in proper quarter;
- Can represent Administrative committee at annual RSC audit.

Section 6

**Alternate Delegate**

Qualifications

- Completion of previous Regional experience;
- Required clean time of 4 years.

Duties

- Attend entire RSC meeting quarterly;
- Attend the 'RCM' sharing meeting RSC weekend;
- Attend administrative meeting on RSC weekend;
- Attend World Service Conference (WSC);
- Attend and assist the Regional Delegate with facilitating annual Clean and Free work shops, WNIRCNA workshops, post World Service Conference WNIRCNA workshop and the CAR Q&A workshop;
- Can represent Administrative committee at annual RSC audit.

Section 7

**Regional H&I Chairperson**

Qualifications

- Required three (3) years clean time;
- Two years' experience on Area and/or Regional H&I committee level.

Duties

- Attend entire RSC business meetings and provide a written report of work accomplished since last RSC meeting;
- Attends and facilitates all meeting of the H&I with general understanding of the function and purpose of Regional H&I and parliamentary procedures;
- Attends Western Service Learning Days;
- Cooperates with other RSC Subcommittees when and where appropriate;
- Attend Area H&I workshops and committee meetings where possible;
- Prepare a report for each quarterly meeting of H&I; Coordinates and is responsible for all work done by H&I;
- Compiles and maintains files of all pertinent information and input from NAWS, and Regional and Area H&I Committees;
- Maintains the H&I literature stockpile
- Assist and supports in the preparation and presentation of the annual H&I/PI learning days
- Maintain subcommittee archives

Section 8

**Regional PI and Phonelines Chairperson**

Qualifications

- Past participation in Regional PI and Phonelines committee;
- Required clean time of three (3) years.

Duties

- Attend entire RSC business meetings and provide a written report of work accomplished since last RSC meeting;
- Attends Western Service Learning Days;
- Presides over subcommittee meetings and provides written report of accomplishments;
- Keep receipts for all subcommittee expenditures and submit same to RSC Treasurer with budget requests for the succeeding quarter;
- Distribute updated: WNIR Contingency Plan” to regional officers and RCM's at each RSC and to area PI and Phonline Chairs at each subcommittee meeting;
- Maintains communications with other subcommittee officers, WSO, WSC, and the areas, and take prudent action on requests from the same;
- Maintain subcommittee archives;
- Assist and supports in preparation and presentation of the annual H&I/PI Learning Days.

Section 9

**Regional Activities Chairperson**

Qualifications

- Past activities experience;
- Past participation in Regional Activities;
- Required clean time of two (2) years.

Duties

- Attend entire RSC business meetings and provide a written report of work accomplished since last RSC meeting;
- Coordinate, at least 30 days in advance, dates and times of Regional: activities, workshops, conferences, and retreats with Regional Vice Chair to prevent time conflicts with other regional events;
- Attends administrative committee meeting on RSC weekend;
- Maintains subcommittee archives.

Section 10

**Regional Treasurer**

Qualifications

- Completion of previous Regional service;
- Required clean time of five (5) years.

Duties

- Attend entire quarterly RSC meeting;
- Attend administrative committee meeting on RSC weekend;
- Bring Regional bank statements to all RSC meetings;

- Prepare a full report to be included in the minutes and provide updated verbal financial information throughout the RSC weekend;
- Conduct an audit with the treasurer trainee in the third quarter of each year of the first two quarters;
- Term is completed upon attendance at annual audit;
- Willing to served as FSA Board of Directors Member;
- A complete annual report of all income and expenses is reported at each January RSC;
- Responsible for verifying RSC tax filing status each year in cooperation with the RSC Auditor and Chair.

Section 11 **Regional Treasurer Trainee**

Qualifications

- Completion of previous Regional experience;
- Required clean time of four and one-half (4 ½) years.

Duties

- Attend entire RSC meeting quarterly and assist Treasurer;
- Attend administrative committee meeting on RSC weekend;
- Conduct an audit with the Treasurer in the third quarter of each year of the first two quarters;
- Willing to serve as FSA Board of Directors Member.

Section 12 **Regional Literature Chairperson**

Qualifications

- Prior experience at Area and Regional literature committee level;
- Required clean time of three (3) years.

Duties

- Attend entire RSC business meetings and provide a written report of work accomplished since last RSC meeting;
- Attend and facilitate subcommittee meetings;
- Prepare a report for each quarterly meeting of RSC and RLC;
- Maintains communication between Area Literature Committees, RSC and NAWS;
- Maintain subcommittee archives.

Section 13 **Conventions & Events Chairperson**

Qualifications

- Prior experience as a Conventions & Events subcommittee member
- Required clean time of five (5) years.

Duties

- Attend entire RSC business meetings and provide a written report of work accomplished since last RSC meeting;
- Attend and facilitate subcommittee meetings;
- Prepare a written report for each quarterly meeting of RSC and the annual meeting of the FSA;
- Attend and participate in all convention and events audits;
- Attend administrative committee meeting on RSC weekend;
- Prepare a schedule of subcommittee meetings for the upcoming year;

At the October RSC, appoint a member of the C&E Committee to serve as PNW Liaison for one year;

- Other duties as specified in Conventions and Events committee guidelines;
- Willing to serve as FSA Board of Directors Member.

Section 14 **Conventions & Events Treasurer**

Qualifications

- Prior experience as a Conventions & Events subcommittee member;
- Prior ASC, RSC, subcommittee Treasurer or other relevant accounting, and/or bookkeeping experience;
- Clean time of five (5) years.

#### Duties

- Attend entire RSC meeting quarterly;
- Prepare a treasurer's report for each quarterly meeting of RSC and the annual meeting of the FSA;
- Maintain communication with RSC Auditor and regarding corporate reporting and auditing practices and requirements. Provide written reports as requested;
- Prepare for all conventions and events audits;
- Willing to serve as FSA Board of Directors Member;
- A complete annual report of all income and expenses is reported at each January RSC.

### Section 15 **Regional Auditor**

#### Qualifications

- Prior ASC, RSC, subcommittee Treasurer or other relevant accounting and/or bookkeeping experience;
- Clean time of five (5) years.

#### Duties

- Attend RSC entire business meetings and provide a written report of work accomplished since last RSC meeting;
  - Coordinate and attend annual RSC and all Convention & Events Committee audits;
  - Receive all bank statements, unopened, from the PO Box, or receive directly from the RSC account. Review statements and checks and forward copies of the statements on to appropriate event treasurers and RSC treasurer. Maintain original bank statements with checks until final audits of events are completed. Original bank statements (with checks) will be used at all audits. After taxes are filed the auditor is responsible for archiving all financial records for the fellowship and then turning them over to the C&E Committee Office Manager for storage;
  - Bring all current (previous three months) bank statements for all RSC and Conventions & Events bank accounts to each RSC meeting for review by any committee member who requests to review them;
  - The Auditor will not serve as a signer for any WNIR managed accounts. The possible exception to this circumstance would be if the Auditor were asked to step into an open treasurer's position on an emergent basis. If this were to occur, the Vice Chair or Chair would assume all responsibility for bank statement review and processing described next;
- Be willing to serve as FSA Treasurer;

Prepare an auditor's report for each quarterly RSC meeting and the annual meeting of the FSA;

- Provide all necessary financial documents (including RSC income and expenses, Convention & Events Committee income and expenses) to the person preparing the annual FSA Tax Return; insure compliance with all Federal and State corporate tax laws;
- Provide written reports as requested by RSC Administration or RSC Subcommittee Chairpersons;
- Prepare Annual FSA Budget for approval at Fall RSC;
- Responsible for verifying RSC tax filing status each year in cooperation with the RSC Treasurer and Chair.
- Prepare and file the Annual Report with the Secretary of State in Olympia; In August, contact the corporation's registered agent early in the month, and renew the agency contract. Send payment by the first day of March. Send the agent an updated List of officers and directors with the confirmation contract renewal letter and a copy of the Annual Report to the State;

Holder of second Key to FSA PO Box (P>O> Box 55064), which is located at the following post office: 17233 NE 15<sup>th</sup> Ave Seattle WA 98155. Directions: Take I-5 175th Street exit, Turn East, go to 15<sup>th</sup> Ave NE and turn right. Post Office is on your right.

Section 16

### **IT Services Chairperson**

#### Qualifications

- Completion of previous Regional experience;
- Required clean time of four (4) years.

#### Duties

- Attend entire RSC meeting quarterly and provide a written report of work accomplished since last RSC meeting;
- Attend and facilitate quarterly subcommittee meetings;
- Maintain communications with Area, Regional and NAWS IT Service Committees and/or web servants;
- Maintain subcommittee's archives.

## **ARTICLE XIV – Conventions & Events Committee**

Section 1

The RSC designates the Convention and Events Committee to organize Clean and Free by the Sea, WNIRCNA, Mobile Convention/Regional Birthday and PNW (when assigned to our region) on behalf of the members of the WNIR.

In addition, the RSC designates the Conventions and Events Committee to assist in the management of all WNIR sponsored events where contracts and negotiations are required.

Section 2

WNIRCNA will rotate according to the following schedule and will be held in May annually whenever possible.

Southwest section of Washington.

Southeast section of Washington/Southern N. Idaho.



Northwest section of Washington.

Northeast section of Washington/N. Idaho.

Section 3

PNW convention will use PNW Convention Guidelines approved by RSC.

Section 4

Area members of the Washington Northern Idaho Region may utilize the FSA insurance for their area activities by submitting a written request specifying the following: Name of event, dates, address, facility name, number of expected attendees, whether it is a first or annual event and contact name and phone number to the C&E insurance coordinator. It is recommended to make this request as far in advance as possible. Any additional expense incurred for an insurance rider or insurance of an insurance certificate shall be the responsibility of the requesting area. If area's or group's desire to file a claim, or need information about the type of coverage, they should forward that request to the RSC Auditor. Any exception to this policy shall be made by the RSC.

#### **ARTICLE XV –Travel**

Section 1

Cost of travel to and from the WSC for the Regional Delegate team will be paid by the lowest airfare available, or the cost of travel by any other means not to exceed the cost of the lowest airfare available.

Section 2

Cost of lodging for duration of WSC, including one night before and the night WSC ends, equivalent to the Regional Delegate team staying in the same room at the lowest room rate available for two people, two beds, at the same location as the WSC.

Section 3

Cost of meals will be paid on a per diem rate as directed by The Guide to World Services. Travel days will each count as ½ days, reimbursed for 1 full day for both days of travel. The reimbursement is for all service members traveling outside WNIR for regional business.

#### **ARTICLE XVI – Fellowship Services Association (FSA)**

Section 1

The Region has established the Fellowship Services Association to administer the legal and financial responsibilities of the RSC.

Section 2

The FSA Board of Directors will normally elect the following RSC Admin members to service as the FSA Officers: RSC Chairperson elected to FSA Chairperson, RSC Vice Chairperson to FSA Vice Chairperson, RSC Auditor to FSA Treasurer and RSC Secretary to FSA Secretary. The FSA Board of Directors will normally elect the Convention & Events Chairperson, Convention & Events Treasurer and RSC Treasurer to serve as FSA Board of Directors. If RSC Admin positions are vacant, or if an RSC Admin Officer is unable or in the opinion of the Board of Directors unqualified to serve as an FSA Officer, the Board of Directors will nominate and elect the person best qualified and willing to serve.

Section 3

Additional Board of Directors will consist of one member from each Area in WNIR. Although each Area can select any qualified member, it is suggested that the Area's board member be an Area RCM. Although each Area is encouraged to select a Board Member, they are not required to do so. The RCM's for the Area will provide the name of the member selected to serve on the Board of Directors at the annual meeting of the FSA. The member selected must be present at the annual meeting to be elected to the Board.

Section 4

The FSA Board of Directors will meet annually following RSC elections at the October (Fall)

RSC unless a special meeting is called.

Section 5 The FSA files taxes with the IRS which reflect the activity of the RSC and its committees. The FSA files annually with the State of Washington to maintain its corporate status. It is governed by the codes applicable to non-Profit corporations in Washington State; RCS 24.03.

Section 6 All official actions of the FSA are reflected in FSA or RSC minutes. Decisions of the RSC which concern the use of the FSA name, tax ID or state reseller permit are reflected in the RSC minutes and affirmed also in the FSA minutes. There is no authorized use of the FSA name, tax ID or reseller permit which is not reflected in minutes as a result of a meeting of the RSC or FSA.

## **APPENDIX A of WNIRNA RSC Guidelines**

### **Washington Northern Idaho RSC Audit Procedures**

*(Approved, October 2014)*

*“NA funds are to be used to further our primary purpose and must be managed responsibly.”*  
11th Concept of NA Service.

Experience has shown that regular and accurate financial audits are essential to managing NA funds responsibly. In the Washington Northern Idaho Region of NA, we have established the following audit procedures for our Regional Service Committee (RSC), Conventions & Events Subcommittee (C&E) and Convention Host Committees.

#### **Section 1: Audit Frequency.**

All RSC, Subcommittee and Host Committee financial audits are scheduled, coordinated and facilitated by the RSC Auditor. Typically, audits are held before, during breaks, or after RSC meetings and at annual recovery conventions. For example, the final Clean and Free Audit is traditionally held at WNIRCNA and RSC committee audits are often held when the RSC subcommittee meetings are happening during the RSC meeting break. However, the final decision of where and when to schedule audits is always made by the RSC Auditor.

Although this list represents the minimum number of scheduled audits, the RSC Administrative Committee, C&E Administrative Committee and Host Committee Administrative Committees shall promptly participate and cooperate with any additional audits requested by the RSC Auditor.

- a) RSC Committee Audit Schedule: two audits annually in January and July, typically during RSC weekend.
- b) C&E Subcommittee Audit Schedule: two audits annually in October and April, typically during RSC weekend.
- c) Clean and Free Host Committee Audits: three per event. The first audit is in July before the event, the second audit is in January before the event and the final audit is in May, after the event. The July and January audits are typically held during RSC weekend. The May audit is typically held at WNIRCNA.

- d) WNIRCNA Host Committee Audits: three per event. The first audit is in July before the event, the second audit is in January before the event and the final audit is in July, after the event. All audits are typically held during RSC weekend.
- e) PNWCNA Host Committee Audits: four per event. The first audit is in July (approximately 15 months) before the event, the second audit is in January before the event, the third audit is in July before the event and the final audit is in January, after the event. The July and January audits are typically held during RSC weekend.

## **Section 2: Audit Participants**

Although attendance at audits is open to all interested NA members, participation is limited to the following trusted servants unless other members are requested to participate by the RSC Auditor:

- a) RSC Committee Audit: RSC Auditor, RSC Chair, RSC Treasurer Trainee, Two Regional Committee Members selected by RSC Auditor, RSC Treasurer (attending to answer questions but not to participate in audit tasks).
- b) C&E Subcommittee Audit: RSC Auditor, C&E Chair, C&E Vice-Chair, C&E Treasurer Trainee, RSC Admin Committee Member selected by RSC Auditor, C&E Treasurer (attending to answer questions but not to participate in audit tasks).
- c) Clean and Free Host Committee Audit: RSC Auditor, C&E Treasurer, C&E Treasurer in Training, Clean and Free Liaison, Clean and Free Assistant Liaison, Clean and Free Host Committee Treasurer (attending to answer questions but not to participate in audit tasks).
- d) WNIRCNA Host Committee Audit: RSC Auditor, C&E Treasurer, C&E Treasurer in Training, WNIRCNA Liaison, WNIRCNA Assistant Liaison, WNIRCNA Host Committee Treasurer (attending to answer questions but not to participate in audit tasks).
- e) PNWCNA Host Committee Audit: RSC Auditor, C&E Treasurer, C&E Treasurer in Training, PNWCNA Liaison, PNWCNA Assistant Liaison, PNWCNA Host Committee Treasurer (attending to answer questions but not to participate in audit tasks).

## **Section 3: Audit Procedures**

Treasurers must keep in mind that they are responsible for all monies taken in and disbursed. It is their responsibility to have sufficient backup for each transaction as described in the audit procedures below.

- a) The Treasurer for the account being audited shall provide the following:
  - 1) Treasury Ledger (that is reconciled and in the Quicken format);
  - 2) Checkbook;
  - 3) Reconciled bank statements;
  - 4) RSC, subcommittee or host committee meeting minutes;
  - 5) Written reimbursement/funding requests with money motions;
  - 6) Copies of all signed contracts for which payments have been made;
  - 7) Receipt book;

- 8) Deposit receipts.
- b) The RSC Auditor shall provide Bank statements with printed check images.
  - c) Voided checks shall not be destroyed and must be present.
  - d) All budget requests/ money motions (with back-up) should be filed in the chronological order of the ledger.
  - e) Bank statements should be in order or be in chronological order with all information such as receipts for checks written, and receipts for all deposits made.
  - f) Meeting minutes must include all budget requests.
  - g) All budget requests, deposits, or any transactions must have back up. Backup is defined as receipts for purchases and receipts for monies received.
    - 1) All budget requests and/or money motions must have a receipt to accompany the request.
    - 2) All deposits must have receipts from the recipient of the monies turned in.
  - h) All audits are performed in sequential order and are derived from the bank statements, line by line, and all money transfers are verified sent and received by the other account bank statement.
    - 1) Every check written is matched up with the budget request with receipts or monthly bills.
    - 2) Every deposit must be supported with a receipt from every donation or <sup>[L]</sup><sub>[SEP]</sub> monies turned in.
    - 3) The Quicken checkbook register is used to organize the bank statement and match it up with all budget requests and deposits.
  - i) Usually the RSC Auditor will take notes of all procedural errors and anomalies. Experience has shown that it works well for one person to review the Ledger/checkbook, another to verify the bank statements, another to verify the budget requests with receipts, another to verify receipts for deposits in concert, and the RSC Auditor to take notes for anomalies or procedural errors.
  - j) An anomaly for the purposes of the audit, is an irregularity, a breakdown or malfunction; a problem to be addressed and might indicate that we haven't identified the reason for the variance. Example: when you cannot reconcile the check register to the bank statement and the dollar amount of the difference is known but we don't know why or when a deposit in checkbook register does not match the bank statement deposit.
  - k) A procedural error for the purposes of the audit, is something that goes against documented procedure; a break from routine. Example: we didn't get two signatures on a check or signed our own check, or when a budget request is approved but not noted in the minutes or a budget request is not supported by a receipt of purchases.
  - l) All accounting books (both hard copy and/or electronic), copy of checkbook register, budget requests w/receipts, bank statements w/cancelled checks (if provided), meeting minutes, and anything else pertaining to the treasury are turned over to the FSA Auditor at the conclusion of the Final Audit. All these materials are to be archived.

#### **Section 4: Audit Reporting**

Within two weeks of an audit, the RSC Auditor will complete the approved WNIR Committee Audit Report Form and submit a copy, along with any other information the RSC Auditor believes the RSC or service committee audited should receive, and submit it as follows:

- a) RSC Committee Audit: Submit within two weeks via email to all members of the RSC Administrative Committee. A copy of the WNIR Committee Audit Report Form will also be submitted as part of the RSC Auditor's report to the RSC Committee meeting following the RSC audit.
- b) C&E Subcommittee Audit: Submit within two weeks via email to all members of the RSC Administrative Committee and all members of the C&E Administrative Committee. A copy of the WNIR Committee Audit Report Form will also be submitted as part of the RSC Auditor's report to the RSC and as part of the RSC Auditor's report to the C&E Subcommittee at their regular service committee meeting following the C&E audit.
- c) Clean and Free Host Committee Audits: Submit within two weeks via email to all members of the RSC Administrative Committee, all members of the C&E Administrative Committee, Clean and Free Treasurer, Clean and Free Liaison and Clean and Free Assistant Liaison. WNIR Committee Audit Report Form will also be submitted as part of the RSC Auditor's report to the RSC and as part of the RSC Auditor's report to the C&E Subcommittee at their regular service committee meeting following the Clean and Free Host Committee audit.
- d) WNIRCNA Committee Audits: Submit within two weeks via email to all members of the C&E Administrative Committee, WNIRCNA Treasurer, WNIRCNA Liaison and WNIRCNA Assistant Liaison. WNIR Committee Audit Report Form will also be submitted as part of the RSC Auditor's report to the RSC and as part of the RSC Auditor's report to the C&E Subcommittee at their regular service committee meeting following the WNIRCNA Host Committee audit.
- e) PNWCNA Committee Audits: Submit within two weeks via email to all members of the RSC Administrative Committee, all members of the C&E Administrative Committee, PNWCNA Treasurer, PNWCNA A Liaison and PNWCNA Assistant Liaison. WNIR Committee Audit Report Form will also be submitted as part of the RSC Auditor's report to the RSC and as part of the RSC Auditor's report to the C&E Subcommittee at their regular service committee meeting following the PNWCNA Host Committee audits.

## **Section 5: Auditor Timeline**

Monthly: scan and send bank statements to all active event treasurers

Jan-RSC mtg Audit events, RSC Collect end of year P&L from RSC and C&E, total bank account balances as of Dec 31

Feb P O box due Renew corp with the SOS.wa.gov

March Send tax info to CPA: end of year P&L for RSC and C&E, event summaries from all events, Total amount in all bank accounts, list of FSA board members – donations are all income from groups,

areas, registrations from events-program expenses are all RSC expenses, C&E is fundraising expense.  
Review past 990 filings for more info.  
April-RSC mtg Audit C&E May 990 due  
May 15 Final audit for C&F at WNIRCNA-collect event summary  
June  
July-RSC mtg Audit events, RSC Final audit for WNIRCNA-collect event summary  
Aug  
September  
October-RSC mtg, FSA mtg Audit C&E  
November  
December Reseller permit expires Final audit for PNW – collect event summary