

**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, 2025)**

**ARTICLE 1. SCOPE**

**A. NAME**

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

**B. PURPOSE**

The purpose of the RSC is to bring together Areas across our region to assist them in fulfilling their primary purpose by helping Areas deal with their basic situations, needs, and encourage the growth of the Fellowship.

**C. OBJECTIVES**

Not applicable

**ARTICLE II. FUNCTION**

**1. Tasks**

- a. Facilitate quarterly regional service committee meeting.
- b. Overseas Fellowship services association.
- c. Be a communication link between World, Region and Area, providing and passing along information and input both ways.
- d. Gathering consensus from Areas for decision making.

**ARTICLE III. SPIRITUAL GUIDANCE**

1. The Committee will not make any proposal or take any action that conflicts with the Twelve Traditions of Narcotics Anonymous.
2. The Committee will comply in all its actions with the following documents in succession:
  - a. The Twelve Traditions & Concepts of Narcotics Anonymous.
  - b. Current Regional Guidelines.
  - c. A Guide to Local Services in Narcotics Anonymous.

- d. Current publications of all conference approved service related materials including Narcotics Anonymous handbooks: H&I, PR, Phone lines, Treasurers, and Guide to World Services.
- e. Past RSC decisions.

#### **ARTICLE IV. DECISION MAKING**

1. RSC follows Consensus Based Decision making for all proposals/elections submitted to the body.
2. The threshold for achieving consensus will be 80%
3. Amendments of Guidelines
  - a. Any voting member may propose an amendment to these guidelines, in writing at a regular meeting of the RSC.
  - b. All guideline proposals must be passed by consensus.
  - c. RCMs may request the proposal be referred to areas for discussion, prior to making a decision.
  - d. The amendment will go into effect immediately upon its adoption, unless the proposal to adopt specifies a time otherwise.

#### **ARTICLE V. MEETINGS**

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.
2. Special RSC 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.
3. The RSC Chair will schedule two Administrative meetings; one virtually between RSC meetings, and the second to be held on Friday prior to the start of each quarterly RSC meeting. This meeting will consist of the entire Administrative body and all subcommittee chairs. This will be open to all members of NA with participation limited to the administrative body.
4. The RSC meeting will be held in a hybrid format in Ellensburg for Spring, Summer, and Fall quarters and virtual only for Winter quarter. RSC Chairperson may change meeting details due to extenuating circumstances.
5. The RSC shall conduct a bi-annual inventory during Spring Quarter.
6. The Fellowship Services Association (FSA) annual meeting will be held in conjunction with the October (Fall) RSC.

#### **ARTICLE VI. MEMBERS**

1. General membership in the RSC will be open to all individuals who share the stated object of the Committee.
2. RSC service positions consist of the positions listed under trusted servants.

## **ARTICLE VII- TRUSTED SERVANTS**

### 1. Regional Chair

#### a. Qualifications:

- i. Completion of previous Regional experience
- ii. required clean time of four (4) years.

#### b. Duties:

- i. Attend entire RSC quarterly;
- ii. Secure meeting place for quarterly RSC meetings;
- iii. Prepare agenda for quarterly RSC meetings;
- iv. Facilitate quarterly RSC meetings;
- v. Schedule administrative committee meeting on RSC weekend;
- vi. 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;
- vii. At the October RSC, appoint a member at RSC to serve as PNW rep for One year;
- viii. First choice to represent Administrative at annual RSC audit;
- ix. Willing to serve as Chairperson of FSA;
- x. Responsible for verifying RSC tax filing status each year in cooperation with the RSC Auditor and Treasurer.

### 2. Regional Vice Chair

#### a. Qualifications:

- i. Completion of previous Regional experience;
- ii. required clean time of three (3) years.

#### b. Duties:

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

- vii. Take over for the chairperson in absence.

### 3. Regional Secretary

#### a. Qualifications:

- i. Completion of previous Regional experience;
- ii. required clean time of two (2) years.

#### b. Duties:

- i. Attend entire RSC meeting quarterly;
- ii. Take clear, accurate minutes of the quarterly RSC meetings;
- iii. Review guidelines and major motions annually in spring quarter to be revised by summer quarter;
- iv. Compile a list of Major Motions in January for the Winter RSC to be available for all RCM's and RSC trusted servants;
- v. 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;
- vi. 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);
- vii. Send a set of regional minutes to each committee member within 30 days, if no address for RCM send to Area Chair;
- viii. Can represent Administrative Committee at annual RSC audit;
- ix. Willingness to serve as Secretary of FSA;
- x. 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;
- xi. 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;
- xii. Prepare and mail miscellaneous correspondence as directed.
- xiii. Keep the minutes of the corporate annual meeting;
- xiv. Keep the Corporate Seal in a secure location.

### 4. Regional Secretary Trainee

#### a. Qualifications

- i. Past participation in Regional Service;
- ii. Recommended clean time of 2 years;

- iii. A working knowledge of the Twelve Traditions, Twelve Concepts, and the Regional service structure;

b. Duties

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

5. Regional Delegate

a. Qualifications

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

b. Duties

- i. Attend entire RSC meeting quarterly;
- ii. 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;
- iii. Facilitate two small group issue discussions topic workshops annually at Clean and Free
- iv. Facilitate two small group issue discussion topic workshops annually at WNIRCNA;
- v. Facilitate post World Services Conference workshop at the WNIRCNA immediately following the WSC;
- vi. 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;
- vii. Attend the World Service Conference;
- viii. Submit budget request up to \$75.00 for Conference Agenda workshops in proper quarter;
- ix. Can represent Administrative committee at annual RSC audit.

6. Alternate Delegate

a. Qualifications:

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

b. Duties

- i. Attend entire RSC meeting quarterly;
- ii. Attend the 'RCM' sharing meeting RSC weekend;
- iii. Attend administrative meeting on RSC weekend;
- iv. Attend World Service Conference (WSC);

- v. 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;
- vi. Can represent Administrative committee at annual RSC audit.

## 7. Regional H&I Chairperson

### a. Qualifications

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

### b. Duties

- i. Attend entire RSC business meetings and provide a written report of work accomplished since last RSC meeting;
- ii. Attends and facilitates all meeting of the H&I with general understanding of the function and purpose of Regional H&I and parliamentary procedures;
- iii. Attends Western Service Learning Days;
- iv. Cooperates with other RSC Subcommittees when and where appropriate;
- v. 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;
- vi. Compiles and maintains files of all pertinent information and input from NAWS, and Regional and Area H&I Committees;
- vii. Maintains the H&I literature stockpile
- viii. Assist and supports in the preparation and presentation of the annual H&I/PI learning days
- ix. Maintain subcommittee archives

## 8. Regional PI and Phonelines Chairperson

### a. Qualifications

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

### b. Duties

- i. Attend entire RSC business meetings and provide a written report of work accomplished since last RSC meeting;
- ii. Attends Western Service Learning Days;
- iii. Presides over subcommittee meetings and provides written report of accomplishments;
- iv. Keep receipts for all subcommittee expenditures and submit same to RSC Treasurer with budget requests for the succeeding quarter;

- v. Distribute updated: WNIR Contingency Plan” to regional officers and RCM's at each RSC and to area PI and Phonenumber Chairs at each subcommittee meeting;
- vi. Maintains communications with other subcommittee officers, WSO, WSC, and the areas, and take prudent action on requests from the same;
- vii. Maintain subcommittee archives;
- viii. Assist and supports in preparation and presentation of the annual H&I/PI Learning Days.

## 9. Regional Activities Chairperson

### a. Qualifications

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

### b. Duties

- i. 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;
- ii. Attends administrative committee meeting on RSC weekend;
- iii. Maintains subcommittee archives.

## 10. Regional Treasurer

### a. Qualifications

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

### b. Duties

- i. Attend entire quarterly RSC meeting;
- ii. Attend administrative committee meeting on RSC weekend;
- iii. Bring Regional bank statements to all RSC meetings;
- iv. Prepare a full report to be included in the minutes and provide updated verbal financial information throughout the RSC weekend;
- v. Conduct an audit with the treasurer trainee in the third quarter of each year of the first two quarters;
- vi. Term is completed upon attendance at annual audit;
- vii. Willing to served as FSA Board of Directors Member;
- viii. A complete annual report of all income and expenses is reported at each January RSC;

- ix. Responsible for verifying RSC tax filing status each year in cooperation with the RSC Auditor and Chair.

#### 11. Regional Treasurer Trainee

##### a. Qualifications

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

##### b. Duties

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

#### 12. Regional Literature Chairperson

##### a. Qualifications

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

##### b. Duties

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

#### 13. Conventions & Events Chairperson

##### a. Qualifications

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

##### b. Duties

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

- vii. At the October RSC, appoint a member of the C&E Committee to serve as PNW Liaison for one year;
- viii. Other duties as specified in Conventions and Events committee guidelines;
- ix. Willing to serve as FSA Board of Directors Member.

#### 14. Conventions & Events Treasurer

##### a. Qualifications

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

##### b. Duties

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

#### 15 Regional Auditor

##### a. Qualifications

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

##### b. Duties

- i. Attend RSC entire business meetings and provide a written report of work accomplished since last RSC meeting;
- ii. Coordinate and attend annual RSC and all Convention & Events Committee audits;
- iii. 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;
- iv. 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;
  - v. 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;
  - vi. Be willing to serve as FSA Treasurer;
  - vii. Prepare an auditor's report for each quarterly RSC meeting and the annual meeting of the FSA;
  - viii. 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;
  - ix. Provide written reports as requested by RSC Administration or RSC Subcommittee Chairpersons;
  - x. Prepare Annual FSA Budget for approval at Fall RSC;
  - xi. Responsible for verifying RSC tax filing status each year in cooperation with the RSC Treasurer and Chair.
  - xii. Prepare and file the Annual Report with the Secretary of State in Olympia;
  - xiii. 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;
  - xiv. Holder of second Key to FSA PO Box (P>O> Box 55064), which is located at the following post office: 17233 NE 15th Ave Seattle WA 98155. Directions: Take I-5 175th Street exit, Turn East, go to 15th Ave NE and turn right. Post Office is on your right.

## 16 IT Services Chairperson

### a. Qualifications

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

### b. Duties

- i. Attend entire RSC meeting quarterly and provide a written report of work accomplished since last RSC meeting;

- ii. Attend and facilitate quarterly subcommittee meetings;
- iii. Maintain communications with Area, Regional and NAWA IT Service Committees and/or web servants;
- iv. Maintain subcommittee's archives.

## **ARTICLE VIII. VOTING**

1. Any member of the RSC may make a proposal or participate in discussion. Proposals must be submitted electronically or in writing to the Secretary or Chair prior to new business.
2. If consensus is not clear and a straw poll is requested, then only one member per area may participate.
3. Proposals may be amended or withdrawn at any time by the maker.

## **ARTICLE IX. ELECTIONS**

1. The following members are eligible for an RSC position:
  - a. Past or current officers of an ASC or the RSC, past or current ASC or RSC sub-committee members.
2. Any member, or committee can recommend an individual, or any member can volunteer for an RSC position
3. A simple majority is required to elect these service members.
4. A member cannot hold more than one regional service position at one time. However they can hold non-chair positions in regional subcommittees. Loss of abstinence constitutes an immediate and automatic resignation of that service position.
5. Following written notification, a service member may be removed from their service position for non-compliance at the next RSC meeting. Consensus is required for removal.
  - a. Non-compliance includes but is not limited to:
    - i. Non-fulfillment of the duties of their position.
    - ii. Non-attendance at a regular session of the RSC without prior notification to the RSC chair.
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 exception will be when their resignation is to fill a newly elected position.
7. The service members are elected as follows:
  - a. All service members, other than the RD, AD, Auditor, C&E Chair, and 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.

- a. All positions, other than RD, AD, C&E Chair, and C&E Treasurer have the option to serve a second term.
  - b. The Regional Delegate and Alternate Delegate shall be elected in the Summer following the World Service Conference. Both positions must fulfill one full world service conference cycle. .
  - c. Conventions & Events Chairperson shall be elected to serve one two year term. Conventions & Events Treasurer shall be elected to serve one two year term.
  - d. Auditor shall be elected to serve a two year term.
  - e. her full year training a new Secretary Trainee elected the following autumn.
8. 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

Spring

- Public Information Chairperson
- Literature Chairperson

Summer

- Convention & Events Committee Chair – Odd Years
- Convention & Events Committee Treasurer –Odd Years
- Regional Delegate and Alternate Delegate following the world service conference

Autumn

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

9. In cases of removal or resignation of a service member, an interim service member will be elected to serve the unexpired term, in accordance with the following:
- a. The RSC will elect an interim service member during the next RSC meeting.

- b. In cases of mid quarter removal or resignation, the RSC chairperson will appoint an interim position until the next regular RSC meeting.

## **ARTICLE X. SUBCOMMITTEES**

1. The RSC may establish subcommittees from time to time to carry on the work of the Committee. These subcommittees will follow documents as stated in Article III.2 (Spiritual Guidance).
2. The RSC will form standing subcommittees as needed. The standing subcommittees include, but are not limited to:
  - Hospitals & Institutions
  - Public Information
  - Literature
  - Conventions & Events
  - Activities
  - Information Technology Services
  - Working Steps for Recovery.
3. Special subcommittees may be formed by the Chair or through consensus by the RSC.
4. Special subcommittee Chairs will be appointed by the RSC Chair.
5. All subcommittees will meet at the same date and time once a quarter.
6. All proposed amendments to subcommittee guidelines must be approved at that subcommittee, then be brought to the RSC for approval. Amendments will go into effect after RSC approval.
7. The Convention and Events committee shall create and approve Conventions and Events Host Committee guidelines (PNW, Clean and Free, WNIRCNA, Regional Service Learning Days, Mobile Convention) and then bring them to RSC for approval.
8. The Appendixes section of the Conventions and Events guidelines only needs approval from the Conventions and Events Committee.

## **ARTICLE XI. BUDGET AND FINANCE**

1. All moneys accumulated from Area contributions and other Narcotics Anonymous sources, except Convention & Events, will be maintained in a financial institution with locations in Washington, Oregon and Idaho 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.

2. All expenditures will be made by check, debit card, or paypal.
  - a. All checks shall be required to have two of the following authorized signature
    - i. Treasurer
    - ii. Chairperson
    - iii. Vice Chairperson
    - iv. Recording Secretary
  - b. For payment made with debit card or paypal will only be completed after a request is filled out and signed by two authorized account signers
3. 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.
4. Expenditures from the treasury will only be made in one of the following manners:
  - a. Upon proof of payment outlined in expense reimbursement guidelines.
  - b. Submission of itemized invoice from vendor must be paid within 21 days.
  - c. If no receipt is available a proposal must be made and approved by consensus of the RSC.
5. 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.
6. The Treasury will maintain a prudent reserve equivalent to one quarter's operating expenses plus an additional \$300.00 to cover miscellaneous unexpected expenses.
7. All RSC budgets including the FSA budget will be submitted to the Treasurer, and will be approved by the RSC, on an annual basis at the October (Fall) RSC.
8. All RSC officers, and subcommittee chairs submit an annual budget request to the RSC 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 and service position of the submitting party, and the quarter and year of the budget request.
9. 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.
10. All monetary proposals must pass by consensus.

11. The RSC schedules regular audits of all RSC, subcommittee and host committee banking accounts. The procedures, frequency and participants for all RSC 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 any time of any RSC account and the RSC Auditor shall schedule the requested audit within 14 days.
12. Quarterly, RSC will contribute 10% of regional income from the previous quarter, and any Funds not obligated, to NAWS.
13. All RSC officers, and subcommittee chairs requesting expense reimbursement must submit an expense reimbursement form, attaching legible receipts to the RSC Treasurer. This may be done as expenses occur. A reimbursement request will include name and service position of the submitting party, itemized travel expenses if appropriate (including reason for trip, time, date, and mileage log), and any other approved itemized expenses.
14. Expenditures will be prioritized in the following order:
  - a. Payments or installments towards outstanding debts outside the Fellowship.
  - b. Secretarial expenses.
  - c. Approved RSC budget overruns from the previous quarter.
  - d. Other approved budgets of RSC officers and subcommittees.
15. The Region's tax identification number shall only be used by the RSC and subcommittees of the RSC. Areas needing a tax identification number should obtain their own.
16. TRAVEL
  - a. Lodging reimbursements paid by Region will be reimbursed 50% of the room rate and tax per person.
  - b. Per Diem travel (meals) is only available when traveling outside of the region and will follow "A Guide to World Services in Narcotics Anonymous". Travel days will each count as ½ days, reimbursed for 1 full day for both days of travel.
  - c. 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 the Treasurer and re-filled quarterly when needed.
  - d. Gas Reimbursement will be \$.25 per mile.

## **ARTICLE XII. SPECIAL RULES**

1. Any Area in the Region is allowed to produce Regional merchandise, but must be pre-approved by the RSC. All logos are to have registered 'R' stamp to be in accordance with the Fellowship Intellectual Property Trust.
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.
3. At every Clean and Free, PNW and WNIRCNA, the convention program committee will schedule at least two workshops for the Regional Delegate team to facilitate an NA World Service topic. Each workshop and topic will be listed on the program. **\*possibly address this through C & E guidelines\***
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. **\*re-address this\***
5. Fellowship Services Association (FSA)
  - a. The Region has established the Fellowship Services Association to administer the legal and financial responsibilities of the RSC.
  - b. The FSA Board of Directors will normally elect the following RSC Admin members to service as the FSA Officers: RSC Chairperson elected to FSA President, RSC Vice Chairperson to FSA Vice President, RSC Auditor to FSA Auditor, RSC Treasurer 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.
  - c. Additional Board of Directors will consist of one member from each Area in RSC. 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.

- d. The FSA Board of Directors will meet annually following RSC elections at the October (Fall) RSC unless a special meeting is called.
- e. (Fall) RSC unless a special meeting is called.
- f. 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.
- g. 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.

Although this list represents the minimum number of scheduled audits, the RSC Administrative Committee, C&E Administrative Committee and Host 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 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