

# RIVER CITIES AREA SERVICE COMMITTEE

## POLICY GUIDELINES

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**I. Boundaries:**

The service area includes the cities from Anderson to Willows CA.

**II. Purpose:**

The purpose of this committee shall be to coordinate and assist the activities common to the welfare of Narcotics Anonymous within the boundaries of the River Cities Area, to support the needs of these groups and the Northern CA, RSC of Narcotics Anonymous, and to enhance unity. For the purpose of these guidelines, the term “Narcotics Anonymous Group” shall be defined as stated in the Guidelines to Local Service of Narcotics Anonymous as well as applying The 12 Concepts.

**A. Prudent Reserve**

The RCASC shall maintain a prudent reserve of \$1,000 (approved 2/1/2014). This amount shall be voted on every 2 (two) years from the last approval date, at which time these guidelines will be revised to better fit the needs of the River Cities Area.

1. In order to ensure the effectiveness of our primary purpose, each month, after all financial obligations are paid and the prudent reserve is met, 25 percent of operating funds shall be donated to the Northern California Regional Service Committee (NCRCS).

**III. Election of Officers:**

All members of NA in attendants shall have a vote.

**A. The officers of the committee and the clean time requirements shall be:**

Chairperson	3 years continuous clean time
Vice Chairperson	3 years continuous clean time
Policy Advisor	3 years continuous clean time
Recording Secretary	3 years continuous clean time
Recording Secretary Alternate	6 months continuous clean time
Treasurer	3 years continuous clean time
Treasurer Alternate	2 years continuous clean time
Regional Committee Members (2)	2 year continuous clean time
Literature Representative	1 year continuous clean time
Literature Representative Alternate	1 year continuous clean time
Group Service Representatives (GRS)	Clean time is entirely up to the group
Public Relations (PR) Chairperson	Clean time is entirely up to the group
TAC Liaison	1 year continuous clean time
Ride 4 Recovery Liaison	Clean time is entirely up to the group
Rural Area Campout	6 months clean time
Men’s Spiritual Retreat Liaison	Clean time is entirely up to the group
Women’s Spiritual Retreat Liaison	Clean time is entirely up to the group
Unity without Boundaries	Clean time is entirely up to the group
Unity Day Chairperson	3 years continuous clean time
Activities Chair	1 year continuous clean time

## **B. Election of Officers**

1. All RCASC officers shall be elected at the regular area meeting in February of each year. All River Cities Area Narcotics Anonymous members shall be eligible to vote in the election.
2. The Vice Chairperson will read the 4<sup>th</sup> Concept at the time of elections, before nominations.
3. Any River Cities Area Narcotics Anonymous members may nominate qualified individuals for a position.
4. No clean time shall be waived during the electing of new officers.
5. Before the vote occurs, any member of NA accepting a nomination shall verbally qualify to all voting members at the RCASC meeting, describing knowledge of the Traditions, Steps and Concepts. All nominated persons must be present for nominations and elections at the RCASC.
6. Voting will be done by paper ballot.
7. Officers shall be elected to serve for one a year or until their successors are elected. No officers shall serve in the same position for more than two consecutive full terms.
8. Terms of office shall begin at the start of the regular meeting following the meeting at which they are elected.

## **IV. Vacancy Clause:**

### **A. Vacancies**

1. An election to fill a vacancy shall occur within two (2) regular meetings after the vacancy occurs. All River Cities Area groups shall be notified one month prior to an election to fill a vacant position.

### **B. Emergency Election Clause:**

1. If the RCASC deems, by group conscience, that a vacant position is critical and needs to be filled immediately, that the chair has the authority to appoint someone to fill the position temporarily for a period of two (2) months in accordance with clean time requirements. Notice of intent to fill the vacancy shall be provided by the groups.
2. In case of a vacancy in the office of Chairperson, the Vice Chairperson shall assume the duties of Chairperson until the start of the regular meeting following the election of a Chairperson.
3. In the case of a vacancy in the office of Treasurer, the Treasurer Alternate will assume the duties of Treasurer. In the case of a vacancy in the office of the Literature Representative, the Literature Representative Alternate shall assume the duties of the Literature Representative.
4. In the case of a vacancy in both offices of Regional Committee Members 1 & 2, the Chairperson or the Vice Chairperson may serve or appoint a trusted servant to represent the Regional Committee Member positions and the other position shall remain vacant until filled by election.

## **V. Removal of Officers:**

- A. A 2/3 majority vote is required for removal of an RCASC officer for non-compliance in the instance of V-A-1 and V-A-2 (see below). The instance of V-A-3 and V-A-4 would be automatic removal with no vote required. Non-compliance includes, but is not limited to:
  1. Non-fulfillment of the duties of their position.
  2. Two (2) consecutive absences of the RCASC meeting without notification.
  3. Loss of abstinence or fabrication of clean time.

4. Three (3) consecutive absences of the RCASC meeting with or without notification.

## **VI. Requirement and Duties of Officers:**

### **A. Chairperson:**

1. Requirements: It is preferred that he/she be elected from active participants of the RCASC who have a commitment to service, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA Service.
  - a. Completed service experience at the area level (e.g., GSR, Vice Chairperson).
  - b. A minimum of 3 years continuous clean time.
2. Chairperson Duties:
  - a. Attend RCASC meetings as scheduled
  - b. Establish quorums. (A quorum is defined as 50% +1 of all voting members).
  - c. Call the meeting to order at the agreed time.
  - d. Arrange and keep the meeting to the agenda. (The Chairperson can alter the agenda as needed.)
  - e. Recognize NA members who wish to speak.
  - f. Enforce Roberts Rules of Order as adopted by RCASC.
  - g. Respond to questions RCASC members have about procedure or points of order.
  - h. Accept written motions from the voting participants.
  - i. Ensure those who vote are eligible to vote. See Voting Procedures.
  - j. Take the floor from someone who has held it for an unreasonable length of time. Holding the floor for up to 5 minutes is reasonable, unless there are unusual circumstances.
  - k. Declare the meeting adjourned at the agreed time, when the committee votes to do so, or in case of an emergency.
  - l. Co-sign on the RCASC bank account.
  - m. Appoint all special committee Chair persons.
  - n. Refer unclear motions to a special committee. After motion has been seconded, if any of the voting members do not understand, the maker of the motion may explain. If 1/3 of the voting members still do not understand the motion, the Chairperson will refer the motion to a special committee for review. That committee shall return with a more understandable, amended motion at the next scheduled RCASC meeting.
  - o. Take over Treasurer Position in the absence of the Treasurer and the Treasurer Alternate.
  - p. Attend each subcommittee meeting if requested.
  - q. Review all contracts and agreements for RCASC subcommittees.
  - r. Assist in quarterly audits of financial records.
  - s. Conduct a yearly audit of the financial records with the other members of the RCASC Admin. Within one month of annual Nominations and Elections.

### **B. Vice Chairperson:**

1. Requirements: It is preferred that he/she be elected from active participants of the RCAS who have a commitment to service, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA Services.
  - a. A minimum of 3 years continuous clean time.
  - b. The willingness to become the Chairperson in the absence of the Chairperson and/or upon approval of the RCASC (voting) for the following year's term.

c. Completed service experience at the area level (e.g., GSR, RCM).

**2. Vice Chairperson Duties:**

- a. Attend RCASC meetings as scheduled.
- b. In the absence of the Chairperson, the Vice Chairperson shall perform said duties.
- c. Co-sign on the RCASC bank account.
- d. Assist in coordination subcommittee functions if requested
- e. Take over Treasurer Position in the absence of the Treasurer and the Treasurer Alternate.
- f. In the Recording Secretary's absence, record minutes and makes available copies of minutes from previous area meeting an hour before the meeting.
- g. Attend each subcommittee meeting if requested.
- h. Read the 4<sup>th</sup> Concept at time of elections, before nominations.
- i. Assists in quarterly audits of financial records
- j. Conduct a yearly audit of the financial records with the other member of the RCASC Admin. Within one month of annual Nominations and Elections.

**C. Policy Advisor**

**1. Requirements:** It is preferred that he/she be elected from active participants of the RCASC who have a commitment to service, previous service experience, willingness and resources to do the job and a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA Service and the Narcotics Anonymous guide to local service and service structure guidelines.

- a. A minimum of 3 years continuous clean time.
- b. Completed service experience at the area level (e.g. GSR)

**2. Policy Advisor Duties:**

- a. Attend RCASC meetings and all RCASC guideline review committee meetings.
- b. Thoroughly reads and understands the RCASC guidelines.
- c. When instructed by RCASC Chairperson, makes objective decisions of policy based on guidelines to areas of RCASC concerns.
- d. Reconciles area of conflict on policy matters using all research materials available, using such experience to amend or alter RCASC guidelines in subcommittee for approval by the RCASC.
- e. Advise the RCASC of any attendance problems in violation of the RCASC guidelines and reports the failure of any member to fulfill his/her responsibilities.
- f. Responsible for notification and rotation of area representing Single Point of Accountability.
- g. Provides copy of RCASC guidelines to all new members.
- h. In manner consistent with spiritual principles of Narcotics Anonymous, points out areas of behavior of committee in conflict of RCASC guidelines.

**D. Recording Secretary:**

**1. Requirements:** It is preferred that the elected individual be able to demonstrate that they have completed service commitments and have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA Service.

- a. A minimum of 6 months continuous clean time.

- b.** Completed service experience at the area level (e.g. GSR).
- 2.** Recording Secretary Duties:
  - a.** Attend RCASC meetings as scheduled.
  - b.** Record minutes at all RCASC meetings.
  - c.** Conduct an oral and written roll call of who is present, determining which positions are represented.
  - d.** Make available copies of the previous area meeting minutes at least an hour before RCASC meeting.
  - e.** Maintain archives in a locked area including:
    - 1) Minutes of all RCASC meetings.
    - 2) Subcommittee, GSR, ad-hoc committee and special committee reports.
    - 3) These guidelines and any amendments to them.
  - f.** Keep a log of all motions and have it available at all RCASC meetings.
  - g.** Assists in quarterly audits of financial records.
  - h.** Keep a copy of Roberts Rules of Order on hand and read from as needed.
  - i.** Conduct a yearly audit of the financial records with the other members of the RCASC Admin.

#### **E. Recording Secretary Alternate**

- 1.** Requirements: It is preferred that the elected individual is able to demonstrate that they completed services commitment and have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA Service
  - a.** A minimum of 6 months continuous clean time.
  - b.** Completed service experience at the area level (e.g. GSR)
- 2.** Recording Secretary Alternate Duties:
  - a.** Attend RCASC meetings as scheduled
  - b.** Serve as Recording Secretary in the absence of the Recording Secretary.
  - c.** Assist the Recording Secretary in all his/her duties.

#### **F. Treasurer:**

- 1.** Requirements: Be elected from participants of the RCASC who have a commitment to service at the area level, willingness and resources (e.g. bookkeeping or accounting experience desired, but not required), and a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts to NA Service.
  - a.** A minimum of 3 years continuous clean time.
  - b.** Self-Supporting
  - c.** Completed service experience at area level (e.g. GSR)
- 2.** Treasurer Duties:
  - a.** Attend RCASC meetings as scheduled.
  - b.** The custodian of the RCASC general checking account.
  - c.** Keep an accurate financial ledger.
  - d.** Make sure all approved expenses are paid (e.g., rent, approved monthly bills, etc.)
  - e.** Give a written report on the financial status of the RCASC at the end of each meeting for the current month.
  - f.** Responsible for issuing receipts for all monies received.
  - g.** Check all subcommittee receipts for required action in the operating budget. With the exception of rent receipts and/or other like circumstances, no hand-written receipts will be accepted.

- h.** Provide a financial form to all committees receiving seed monies and maintain records of said monies.
- i.** Operating budget monies will be given to the Chairperson of the subcommittee.
- j.** Count and deposit all RCASC monies received not later than 5 business days after the RCASC monthly meeting.
- k.** Conduct a yearly audit of the financial records with the other members of the RCASC Admin.
- l.** Mail the area donation to the RSC.
- m.** The treasurer may not reimburse money unless a valid receipt is provided.
- n.** The treasurer should avoid writing checks to an individual whenever possible.

**G. Treasurer Alternate:**

- 1.** Requirements: It is preferred that he/she be elected from active participants of the RCASC who have a commitment to service, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA Service.
  - a.** A minimum of 2 years continuous clean time.
  - b.** Self-supporting.
  - c.** Completed service experience at the area level (e.g. GSR, Vice Chairperson)

**2. Treasurer Alternate Duties:**

- a.** Attend RCASC meetings as scheduled.
- b.** Serve as Treasurer in the absence of the Treasurer.
- c.** Help the Treasurer with the counting of RCASC monies received.
- d.** Responsible for helping issue receipts for all monies received.
- e.** Help check all subcommittee receipts for reimbursement/payout.
- f.** Conduct a yearly audit of the financial records with the other members of RCASC Admin not later than the February RCASC meeting.

**H. Regional Committee Member (1 & 2):**

- 1.** Requirements: There will be two (2) Regional Committee Members. It is preferred that they be elected from active participants of the RCASC who have a commitment to service, previous service experience, willingness and resources to do the job and a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA Service.

- a.** A minimum of 3 year continuous clean time.
- b.** Completed service experience at the area level (e.g. Chairperson).

**2. RCM Duties:**

The duty of the two (2) RCM's is to represent the RCASC at the Regional Service Committee (RSC). In order to do this, the RCM must:

- a.** Attend RCASC meetings as scheduled.
- b.** Notify the RCASC when they cannot attend the RSC meeting either at the RCASC meeting or by calling the Chairperson or Vice Chairperson.
- c.** Make an oral and written report at each RCASC meeting on the activities of the RSC and ask for feedback on current RSC issues during the oral report.
- d.** Make an oral and written report at each RSC meeting on the activities of the RCASC and ask for feedback on current RCASC issues during the oral report.
- e.** Distribute minutes of the RSC and RCM reports to the RCASC Recording Secretary for filing with the RCASC archives.
- f.** Deliver area donation to the RSC.
- g.** Give RSC donation receipt to the area Treasurer each month.
- h.** Submit area activities to the RSC for inclusion in the Regional Events Calendar.

- i. Activities Calendar: A calendar for all River Cities Area activities shall be kept in the possession of the RCM.

### **I. Literature Representative:**

1. Requirements: It is preferred that he/she be elected from active participants of the RCASC who have a commitment to service, previous service experience, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts or NA Service.

- a. A minimum of 1 year continuous clean time.
- b. It is preferred that the individual has completed service experience at area level (e.g. Literature Representative Alternate, GSR).

2. Literature Representative Duties:

- a. Attend RCASC meetings as scheduled.
- b. Maintain a stock of NA books and pamphlets available for purchase and a current price list at the RCASC meetings.
- c. Maintain accountability for all literature purchased by submitting a written report to the Treasurer.
- d. Process group orders, track inventory, and reorder depleted items.
- e. Give an oral report on the status of the literature purchases at the end of each RCASC meeting.
- f. Issue receipts for all monies received.
- g. Present RCASC with a written inventory prior to position change.

### **J. Literature Representative Alternate:**

1. Requirements: It is preferred that the Literature Representative Alternate be elected from active participants of the RCASC who have a commitment to service, previous service experience, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA Service.

- a. A minimum of 1 year continuous clean time.
- b. It is preferred that he/she has completed service experience (e.g. GSR).

2. Literature Representative Alternate Duties:

- a. Attend RCASC meetings as scheduled.
- b. Assist the Literature Representative in all duties and serve as the Literature Representative in his/her absence.

### **K. Group Service Representatives (GSR):**

1. Requirements: The requirements for GSR will be determined by the groups.

2. Duties: The GSR's will submit a written report to the RCASC at each regularly scheduled meeting. The report will include:

- a. Pertinent group business, problems, any donations or income that would benefit other groups and/or the area.
- b. Growth since the last RCASC meeting including average attendance and general welfare of the group.

- c. Current meeting place and time. The GSR will also fill out the form to notify Region when the meeting place or time changes and give it to the RCM to deliver to Region.

#### **L. Public Relations Committee Representative (PRCC)**

1. Requirements: It is preferred that PRCC be elected from the active participants of the RCASC who have a commitment to service, previous service experience, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA Service.

a. (Clean time is entirely up to the group)

b. Self-Supporting

c. It is preferred that the individual has completed service experience at area level (e.g. GSR)

2. PRCC Duties:

a. Attend RCASC meetings as scheduled.

b. Facilitate the P.R. committed meeting as scheduled per P.R. guidelines.

b. Make an oral and written report at each RCASC meeting on the activities of the PR committee and ask for feedback on current PRC issues during oral report.

c. Report to PR Committee any issues or communications from the RCASC.

#### **M. TAC Liaison:**

1. Requirements: It is preferred that TAC Liaison be elected from the active participants of the RCASC who have a commitment to service, previous service experience, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA Service.

a. A minimum of 1 year continuous clean time.

b. Self-Supporting

c. It is preferred that he/she has completed service experience (e.g. GSR)

2. TAC Liaison Duties:

a. Attend RCASC meetings as scheduled.

b. Make an oral and written report at each RCASC meeting on the activities of the TAC Convention Committee and ask for feedback on current TAC issues during oral report.

c. Report to TAC Convention Committee any issues or communications from RCASC.

#### **N. R4R Liaison**

1. Requirements: It is preferred that he/she be elected from active participants of the Narcotics Anonymous program who have a commitment to service, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA Service.

a. Clean time is entirely up to the R4R Committee

2. R4R Liaison Duties:

a. Attend RCASC meetings as scheduled.

b. Submit a written report to RCASC at each regularly scheduled RCASC meeting.

- c. The report will include:
  - 1) R4R business, problems, any donations or income that would benefit R4R and/or the RCASC.
  - 2) Growth since the last Ride 4 Recovery meeting including the general welfare of R4R.
- d. Notify the RCASC when the next meeting place and time will be, pass out R4R event fliers and ask the RCM of the RCASC to deliver current flyers to Region.

**O. Men's and Women's Spiritual Retreat Liaisons:**

- 1. Requirements: It is preferred that he/she be elected from active participants of the Narcotics Anonymous program who have a commitment to service, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Area Service.
  - a. Clean time is entirely up to the MSR/WSR Committee.
- 2. Men's Spiritual Retreat Liaison Duties:
  - a. Attend RCASC meetings as scheduled.
  - b. Submit a written report to RCASC at each regularly scheduled RCASC meeting.
  - c. The report will include:
    - 1) MSR/WSR Retreat business, problems, any donations or income that would benefit MSR/WSR and/or the RCASC.
    - 2) Growth since the last MSR/WSR meeting including general welfare of Men's/Women's Spiritual Retreat.
  - d. Notify the RCASC when the next meeting place and time will be, pass out Men's Spiritual Retreat event fliers and ask the RCM of the RCASC to deliver current fliers to Region.
  - e. Use financial statement (if not self-supporting)

**P. Unity without Boundaries**

- 1. Requirements: It is preferred that he/she be elected from active participants of the Narcotics Anonymous program who have a commitment to service, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA Service.
  - a. (Clean time is entirely up to the group)
- 2. Liaison Duties
  - a. Attend RCASC meetings and UWB meetings as scheduled.
  - b. Submit a written report to RCASC at each regularly scheduled RCASC meeting.
  - c. The report will include:
    - 1) UWB business, problems, any donations or income that would benefit UWB and or the RCASC.
    - 2) Growth since last UWB meeting including the general welfare of the UWB.
  - d. Notify RCASC when the next meeting place and time will be, pass out UWB event flyers and ask the RCM of the RCASC to deliver current flyers to Region.

**Q. Unity Day Chairperson**

- 1. Requirements: It is preferred that he/she be elected from active participants of the Narcotics Anonymous program who have a commitment to service, willingness and

resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA Service.

a. (Clean time is entirely up to the group)

**2. Unity Day Chairperson Duties:**

a. Facilitate the Unity Day committee meeting as scheduled by the Chair.

b. Attend RCASC meetings as scheduled.

c. Submit a written report to RCASC at each regularly scheduled RCASC meeting.

d. The report will include:

1) Unity Day business, problems, any donations or income that would benefit Unity Day and/or the RCASC.

2) Growth since the last Unity Day meeting including the general welfare of Unity Day.

d. Notify the RCASC of the next meeting place and time, pass out Unity Day event fliers and ask the RCM of the RCASC to deliver current fliers to Region.

e. Use financial statement (if not self-supporting)

**P. Activities Chairperson**

**1. Requirements:** It is preferred that Activities Chairperson be elected from the active participants of the RCASC who have a commitment to service, previous service, willingness and resources to do the job, and a working knowledge of the 12 Steps, the 12 Traditions and the 12 Concepts of NA Service.

a. Be fully self-supporting with a minimum of 1 year continuous clean time

b. It is preferred that he/she has completed service experience (e.g. GSR)

**2. Activities Chairperson Duties and Responsibilities shall include:**

a. Facilitate the Activities committee meeting as scheduled by the Chair.

b. Attend RCASC meetings as scheduled.

c. Forms an Activities Committee, Announces and holds regularly scheduled Subcommittee meetings.

d. Puts on various activities.

e. Make an oral and written report at each RCASC meeting on the activities of the Activities Committee and ask for feedback on current Activities issues during the oral report.

f. Gives a financial report including and submits yearly budgets for the RSASC approval.

g. Channels all funds from events to the RCASC Treasurer within 7 days following the event.

**VII. Meetings:**

**A. Regular Meeting:**

The regular meeting of the River Cities Area Subcommittee shall be held on the first Sunday of every month unless otherwise ordered by said committee.

**B. Parliamentary Procedure:**

Roberts Rules of Orders concepts as written and accepted as adopted by the RCASC guidelines. The Recording Secretary will keep a copy of the book on hand to read as needed.

**1.** If there is an overabundance of items that are not able to be finished at the regular RCASC meeting, a special meeting may be called by the Chair.

**C. Quorum consists of RCASC officers:** 50% +1 of all active ASC members shall constitute a quorum.

1. If a meeting has not been represented for three (3) or more consecutive RCASC meetings, that meeting or subcommittee shall no longer have voting rights, nor are they counted as part of the quorum until that meeting has been represented for two (2) consecutive RCASC meetings.

## **VII. Voting Participants & Motion Procedures:**

### **A. Classes of Participants:**

This committee shall have only two (2) classes of participants, that of the voting and that of the non-voting members. Only voting participants shall have voting rights except during elections.

### **B. The voting Participants of the committee shall be:**

1. All elected members of the service body shall have voting rights on all business.

### **C. Ties:** The Chairperson may only vote to resolve a tie. If the Vice Chairperson is servicing as the Chairperson, then he/she may only vote to resolve a tie.

### **D. Motions:**

1. Any non-voting participant of this committee must introduce motions through any voting participant, but may participate in debate and discussion, if called on by the Chairperson.
2. Narcotics Anonymous non-voting participants shall have the right to the floor. The Chairperson has the exclusive right to grant or deny such requests. The Chairperson's decision is subject to appeal and may be by a majority of voting participants.
3. All motions made by voting and non-voting participants shall be dated and presented in writing using clear, concise language. The first name and last initial of the presenter shall be included on the motion. All motions shall be presented to the Chairperson before the start of "New Business".
4. Motions involving monies: It is preferred that subcommittees and groups submit motions for funds 60 days in advance of the event.
5. To entertain a motion the motion must be 2<sup>nd</sup> by any RCASC elected participant.

## **IX. Subcommittees:**

The RCASC may create whatever subcommittees it needs to help the addict who still suffers. Examples are Public Information (PRC) and Activities. The RCASC will handle subcommittees under the following guidelines:

### **A. Subcommittees**

Subcommittees may set whatever structure best services their needs, with the help of the Vice Chairperson.

1. Subcommittee Representatives shall attend all RCASC meetings.
2. Subcommittee Representatives will submit written reports to the Recording Secretary at each regularly scheduled RCASC meeting.
3. Subcommittees Reports will include current meeting location, time and monthly progress.
4. If the subcommittee has communication with their regional subcommittee chairperson, that information will be included in the report. (For guidance on subcommittees see budget funds below).
5. Sub-committees will provide copies of their guidelines to be archived by the RCASC Recording Secretary.

### **B. Subcommittee Budgets:**

1. The PRC and Activities committees will be allotted operating budgets as stated below.
  - a. The operating budget for Activities shall be \$300 unless otherwise voted on by the *voting* RCASC members.



The 12 Concepts give the River Cities Area Service Committee a mandate from the NA Groups that call for total financial accountability. With this in mind, any misuse of funds by River Cities Area Service Committee trusted servants cannot be tolerated.

Should any River Cities Area Service Committee participant, Treasurer, Treasurer Alternate, Recording Secretary, Chairperson, Vice Chairperson, Subcommittee Treasurer, Subcommittee Representative or any Ad-Hoc or Special Committee Representatives be found to have misappropriated or misused any River Cities Area Service Committee funds the presiding officers of the River Cities Area Service Committee, immediately upon calling the River Cities Area Service Committee meeting to order, must fully disclosed the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise their 10<sup>th</sup> Concept right to redress at that time.

**River Cities Area Service Committee Action:** The River Cities Area Service Committee, once informed of the alleged misuse of funds, may remove the individual(s) involved “with cause” by 2/3 vote. Should the River Cities Area Service Committee remove a member with cause, said individual(s)’ participation with the River Cities Area Service Committee is immediately terminated. Additionally, any member removed by the River Cities Area Service Committee for misappropriation of funds may not hold an elected seat on the River Cities Area Service Committee or its subcommittees for a period of 2 years.

**Restitution:** Individuals removed for misappropriation of funds are expected to make full restitution of all River Cities Area Committee funds. Should a member removed for misuse of funds fail to make full restitution, said member may be subjected to criminal and/or civil prosecution by the River Cities Area Service Committee elected officers.

California Penal Codes 487 and 488