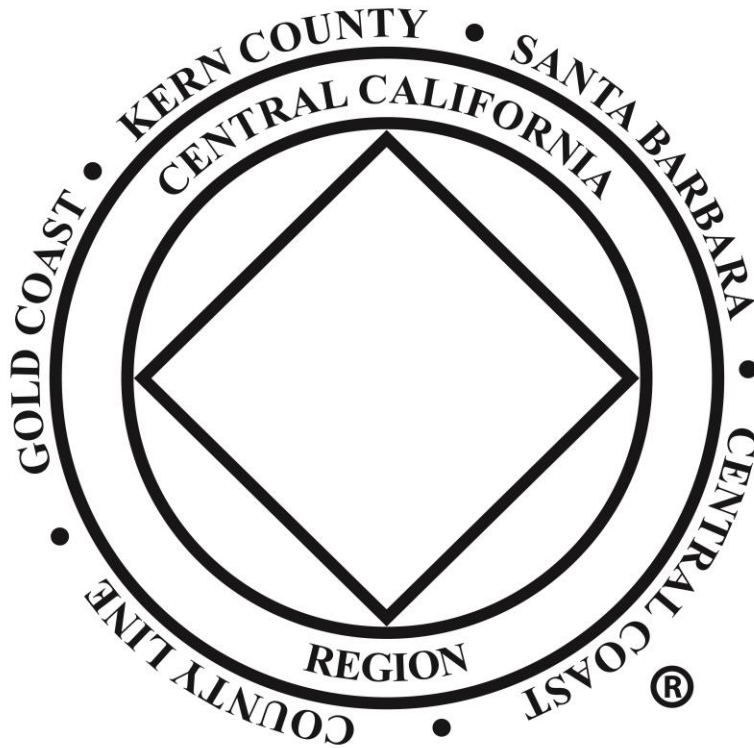


Regional Service Committee Guidelines
Central California Narcotics Anonymous



Central California Regional Service Committee (CCRSC)

GUIDELINES AND POLICIES

**Regional Service Committee Guidelines
Central California Narcotics Anonymous**

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Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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Article I Name

The name of this committee shall be Central California Regional Service Committee, hereafter referred to as CCRSC.

Article II Service Area

The service area shall include the geographical areas as defined by the following Area Service Committee Guidelines: Central Coast, County Line, Gold Coast, Kern County and Santa Barbara.

Article III Purpose

The primary purpose of this committee shall be to unify the Area Service Committees (ASCs) within the region, and to contribute to the growth of the NA fellowship. This committee shall administer and coordinate services common to the welfare of Narcotics Anonymous within the Service Area of the region. This committee shall also service as a link between the ASCs within the region and Narcotics Anonymous World Services (NAWS).

Article IV Function

- Section1)** To provide guidance and oversight to all Regional Service Boards and Committees.
- Section2)** To hold quarterly RSC business meetings and/or special meetings if needed.
- Section3)** To record and distribute to all RSC members (or any interested NA members, on request), meeting minutes from all RSC meetings.
- Section4)** To establish and maintain a complete set of RSC archives.
- Section5)** To establish and maintain a mailing address to be used for Regional correspondence.
- Section6)** To establish and maintain a general checking account, which is to include a prudent reserve that is in accordance with Article XVIII.

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- Section7)** To provide funding for the Admin Committee members to carry out their individual and combined duties as specified in these Guidelines.
- Section8)** To provide funding for the RD and RD-Alt. to attend the World Service Conference (WSC), WSC Meetings, Western States Zonal Forum (WSZF), RSC Admin Committee meetings and any Intra-Regional or Inter-Regional service events, as specified by these Guidelines.
- Section9)** To establish and support a Public Relations (PR) Committee, which is directly accountable to the RSC.
A. Their purpose shall be to provide information to the public about NA and its efforts.(Section 9 in development)
- Section10)** To establish and support a Behind the Walls Sponsorship (BTWS) Committee, which is directly accountable to the RSC.
A. Their primary purpose is to provide a sponsor to work the Twelve Steps of Narcotics Anonymous to those people who are incarcerated in an institution, and are not able to meet potential sponsors at their local N.A. meetings.
- Section11)** To establish and support a Convention (CCC&E) Corporation, which is directly accountable to the RSC.
A. Their purpose is to coordinate an annual convention.
- Section12)** To sponsor Conference Agenda Report (CAR) Regional assemblies prior to the WSC, in accordance with the CAR Guidelines.
- Section13)** To contribute to the growth of NA by supporting the WSC in their efforts to serve the fellowship of NA as a whole, through cooperation and communication with the WSO.
- Section14)** To provide a forum for discussion and resolution of matters and problems of mutual interest to member areas and the region as a whole.

Article V

Participants

All RSC participants bear substantial responsibility for the decisions and actions of the RSC and its Committees. The participants shall be comprised of:

- Section1)** An Admin Committee consisting of a Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, Secretary, Alternate Secretary, Regional Delegate, Regional Delegate Alternate, PR (under development) and BTWS Coordinators and Convention Corporation Liaison.

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Section2) Two (2) Regional Committee Members (RCMs) from each recognized Area Service Committee (ASC) within the Central California Region.

A. **Regional Committee Member (RCM)** The primary responsibility of the RCM is to work for the good of NA, providing two-way communication between the Areas and the rest of NA. A secondary responsibility of the RCMs is to act as RSC participants, sharing all of the duties and responsibilities of the RSC as a whole. An RCM must be able to work for the common good, placing principles before personalities.

- i) Each recognized ASC may elect or appoint two (2) RCMs.
- ii) RCMs may not send proxies to the RSC. Only ASC elected or appointed representatives will be recognized.
- iii) The RCMs have the duty to attend their ASC meetings as well as all RSC meetings and assemblies.
- iv) The RCMs represent the group conscience of their ASCs at the Inter-Area and Regional level. The RCMs speak for the members and groups within their ASCs.

Section3) RSC Attendees have basic Duties.

- A. To "act as" and to "speak from" their particular positions, accountable to those who elected and/or appointed them.
- B. To insure that the RSC acts in the best interest of this Region.
- C. To insure that the RSC maintains a cooperative position with the Fellowship of NA as a whole.
- D. All participants shall attend all CCRSC meetings and functions.

Article VI

Observers

Narcotics Anonymous members not identified elsewhere in these guidelines shall be classified as observers. Observers shall have the right to request the floor. The chairperson shall have the exclusive right to grant or deny such requests. The decision of the Chairperson is subject to appeal and may be overturned by a simple consensus of all participants present.

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Article VII Election of Officers

- Section1)** The elected officers of the CCRSC shall be the Chairperson, Vice-Chairperson, Treasurer, Vice-Treasurer, Secretary and Alternate Secretary.
- Section2)** CCRSC officer positions shall be elected in the month of April. Positions to be elected from current participants of the committee, if none are available the positions will be open to the fellowship within the region.
- Section3)** The officers shall be elected to serve a one (1) year term, and their term of office shall begin at the next regular scheduled CCRSC meeting.
- Section4)** No officer shall serve for more than two (2) consecutive terms.
- Section5)** An election to fill a vacancy in an office shall occur within two regular meetings. Anyone who is elected to fill a vacancy with less than 50% of the term remaining will not be counted as a full term. 50% + 1 will count as a full term for elected person shall fulfill predecessor's term (April elections).

Article VIII Regional Delegates

- Section1)** The CCRSC shall have one (1) Regional Delegate (RD), one (1) Regional Delegate Alternate (RD Alt), who will be elected at the Regional Assembly held annually in the month of March of the NON-World Service Conference year. All assembly participants may participate in discussion leading to election of Regional Delegate. The voting body for election of Regional Delegate shall be comprised of GSRs and RCMs in attendance.
- Section2)** The Delegates are elected to serve one: (select from the following 3 proposals)
- A. [PROPOSAL 1 (2) two year term with two (2) consecutive]
 - B. [PROPOSAL 2 (1) one year term with two (2) consecutive]
 - C. [PROPOSAL 3 (1) one year term with three (3) consecutive]
- year terms and they may serve up to two (2) consecutive terms in their respective position. Term of Service begins immediately after election.
- Section3)** Any vacancies mid-term shall be elected at the next CCRSC meeting as follows:
- A. Selection from a pool of RD nominees from the previous regional assembly
 - B. Selection from a pool of NA members within the regional service area
 - C. Term shall last until the next Regional Assembly

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Article IX **Qualifications and Duties of Officers**

Section 1.1) Chairperson Qualifications:

- A) Four years continuous abstinence
- B) Working knowledge of the 12 Steps, Traditions, and Concepts of NA
- C) Willingness to Serve
- D) At least one year previous service at the regional level within the past two years.

Section 1.2) Chairperson Duties

- A) To attend all CCRSC meetings and functions
- B) To open the meeting at the appointed time by calling the meeting to order
- C) To arrange and provide an agenda for the business of the day
- D) To be a signer on the CCRSC bank account
- E) To state and put forth all questions that come before the committee
- F) To recognize participants to observers who are entitled to the floor
- G) To expedite business in every way compatible with the rights of participants and observers
- H) To respond to the inquiries of participants relating to the Tenth Concept by petitioning the committee
- I) To authenticate by the chairperson's signature, when necessary, all acts, orders and proceedings of the committee
- J) To ensure that the CCRSC Post Office Box is checked twice monthly
- K) To facilitate voting and all proceedings at the Regional Assembly for conference cycle years.

Section 2.1) Vice-Chairperson Qualifications

- A) Three years continuous abstinence
- B) Working knowledge of the 12 Steps, Traditions and Concepts of NA
- C) Willingness to Serve
- D) Previous experience as a CCRSC sub-committee member or RCM

Section 2.2) Vice-Chairperson Duties

- A) To attend all CCRSC meetings and functions
- B) In the absence of the chairperson, to serve as the chairperson
- C) To be a liaison to all CCRSC sub-committees
- D) To be a signer on the CCRSC bank account
- E) To audit and maintain copies of CCRSC financial records on an annual basis
- F) To report changes within the CCRSC service structure, as they occur, to the Narcotics Anonymous World Service Office (NAWS).
- G) To act as a representative for the region in all matters related to insurance

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Section 3.1) Treasurer Qualifications

- A) Four (4) years continuous abstinence
- B) Working knowledge of the 12 Steps, Traditions and Concepts of NA
- C) Willingness to serve
- D) Some accounting or business experience

Section 3.2) Treasurer Duties

- A) To attend all CCRSC meetings and functions
- B) To maintain the CCRSC bank account
- C) To be the primary signer on the CCRSC bank account
- D) To make available to the CCRSC a monthly financial report including a written bank reconciliation.
- E) To make a full financial report at the annual meeting in July (for the previous fiscal year July 1st-June 30th), to be audited by an ad-hoc committee, appointed by the CCRSC chairperson.
- F) To disburse funds as directed by CCRSC (Article XVII Committee Budget Guidelines)
- G) To keep all records pertaining to all money accounts for a minimum of seven (7) years
- H) To ensure that the CCRSC checkbook is available at all CCRSC meetings and functions

Section 4.1) Vice-Treasurer Qualifications

- A) Three (3) years continuous abstinence
- B) Working knowledge of the 12 Steps, Traditions and Concepts of NA
- C) Willingness to Serve
- D) Some accounting or business experience

Section 4.2) Vice-Treasurer Duties

- A) To attend all CCRSC meetings and functions
- B) To assist in all matters of the CCRSC treasury
- C) In the absence of the Treasurer, to act as the Treasurer
- D) To be a signer on the CCRSC bank account

Section 5.1) Secretary Qualifications

- A) Three (3) years continuous abstinence
- B) Working knowledge of the 12 Steps, Traditions and Concepts of NA
- C) Willingness to Serve
- D) Typing and communications skills, and access to a typewriter, word processor, or computer

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Section 5.2) Secretary Duties

- A) To attend all CCRSC meetings and functions
- B) In the absence of the Chairperson, Vice-chairperson, and Regional Delegate, to call the CCRSC meeting to order and preside until immediate election of temporary chairperson
- C) To keep an accurate record of all CCRSC proceedings
- D) To keep a current mailing and contact list
- E) To maintain all CCRSC files, reports and archives
- F) To make available all CCRSC minutes and records to all NA members upon request, and in the manner prescribed by the committee
- G) To notify the participants of each special meeting, utilizing such methods of notification as prescribed by the committee
- H) To conduct, type and mail, at the direction of the Chairperson, the correspondence of the committee
- I) To distribute copies of the minutes to each participant no later than two (2) weeks after each CCRSC meeting
- J) To maintain an accurate list of all CCRSC guideline changes, additions and amendments to be adopted into the CCRSC guidelines

Section 6.1) Alternate Secretary Qualifications

- A) Two (2) years continuous abstinence
- B) Working knowledge of the 12 Steps, Traditions and Concepts of NA
- C) Willingness to Serve
- D) Typing and communications skills, and access to a typewriter, word processor, or computer

Section 6.2) Alternate Secretary Duties

- A) To attend all CCRSC meetings and functions
- B) To assist in all matters of the Secretary
- C) In the absence of the Secretary, to act as the Secretary

Article X **Qualifications and Duties of Regional Delegates**

Section 1.1) Regional Delegate Qualifications

- A) Five (5) years continuous abstinence
- B) A commitment to service
- C) Working knowledge of the 12 Steps, Traditions and Concepts of NA
- D) Willingness to give the time and resources necessary to do the job
- E) Have a minimum of two (2) years CCRSC or sub-committee experience, one year of which serving as an RCM
- F) At least one year as an RD Alternate

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Section 1.2) Regional Delegate Duties

- A) To attend all CCRSC meetings and functions
- B) In the absence of the Chairperson and Vice-chairperson, to serve as Chairperson
- C) To be the voice of the Central California Region, and to vote the group conscience of the region at the World Service Conference. Whenever a voting matter occurs, to evaluate each vote in terms of the members he/she serves. The RD is given a vote of confidence by the CCRSC to vote the conscience of the region on motions not in the World Service Conference Agenda report
- D) To attend each World Service meeting, as CCRSC resources allow
- E) To attend and make a report to the CCRSC covering the previous WSC
- F) To keep all reports from the WSC, to be relinquished to the CCRSC at the end of his/her term of service
- G) To assist the Chairperson at the Regional Assembly
- H) To provide a written report of all service functions attended

Section 2.1) Regional Delegate Alternate Qualifications

- A) Four (4) years continuous abstinence
- B) A commitment to serve
- C) Working knowledge of the 12 Steps, Traditions and Concepts of NA
- D) Willingness to give the time and resources necessary to do the job
- E) A minimum of two years CCRSC or sub-committee experience; one year of which will be as RCM

Section 2.2) Regional Delegate Alternate Duties

- A) To attend all CCRSC meetings and functions
- B) In the absence of the RD, to service as RD, with a vote of confidence
- C) To attend the World Service Conference with RD, as CCRSC resources allow
- D) To attend each World Services meeting, as CCRSC resources allow
- E) To assist the RD at the Regional Assembly
- F) To provide a written report of all service functions attended

Article XI

Removal of Officers and Regional Delegates

- Section1)** Any CCRSC officer, including sub-committee chairpersons or Regional Delegates, may be removed from office for non-compliance. A consensus of all participants present is required. Non-compliance includes but is not limited to:
- A.** Loss of abstinence
 - B.** Non-fulfillment of duties of their position
 - C.** Absence at two regularly scheduled meetings without prior notification to the acting CCRSC chairperson

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Section2) Any officer, sub-committee Chairperson or Regional Delegate may resign by providing written notice to the CCRSC chairperson at least four (4) weeks prior to the upcoming meeting of the committee.

Article XII

Meetings

Section1) The regular meeting of the CCRSC shall be held quarterly, on the third Sunday of January, April, July and October, unless otherwise ordered by the CCRSC.

Section2) Special meetings may be called upon by the chairperson, and shall be called upon by written request of any participant. The purpose of the meeting shall be stated; no business other than that which is stated shall be conducted. For special full-assembly meetings, seven days notice shall be given.

Article XIII

Standing Sub-Committees

Section1) CCRSC shall establish sub-committees as necessary to perform certain duties. These standing sub-committees shall be formed by the approval of the CCRSC, in accordance with a certain need, i.e.; Hospitals & Institutions, Literature, Public Information, Activities, Convention, Policy, Administration and any other which are deemed necessary to perform the business of the CCRSC.

Section2) Sub-committee chairperson or representative is required to attend all CCRSC meetings.

Section3) All standing sub-committees shall create and adopt guidelines that are consistent with the approved Guide to Local Services for Narcotics Anonymous, and the WSC-approved handbooks or guidelines. A copy of each shall become a part of the CCRSC guidelines.

Section4) The guidelines for each standing sub-committee are subject to review and approval by the CCRSC as a whole.

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Article XIV Ad-Hoc Committees

The chairperson of the CCRSC shall have the authority to appoint ad-hoc committees for special purposes, as a need is determined by the CCRSC as a whole. The CCRSC chairperson shall, at the time a need is established, appoint an ad-hoc chairperson to organize the special committee. The duration of any such ad-hoc committees shall be designated by the chairperson at the time of appointment. In cases where action is needed within a short period of time, the CCRSC chairperson may appoint the entire ad-hoc committee for the CCRSC participants.

Article XV Amendments to Guidelines

These guidelines are subject to amendment by a consensus of all participants present, providing that the proposed amendment is submitted in written form to the CCRSC chairperson.

Article XVI Financial Liabilities

Section1) Indemnification: The CCRSC is directly responsible for the keeping of records, the filing of tax reports, and the payment of all tax liabilities, past present and future. The CCRSC hereby indemnifies the individuals(s) signing the 'SS4' form or related tax documents, from any such tax liabilities.

Section2) Check Acceptance Policy: Any check received by the CCRSC or any of its sub-committees shall require a valid identification number from anyone writing the check, excluding area donations and sub-committee donations.

(Note: The CCRSC or its sub-committees will not accept a second check from any NA committees, sub-committees, ASC or individual members until all bad checks clear and all charges have been paid).

Section3) Checking Account Policy:

- A. The CCRSC and sub-committees may be given separate checking accounts with a balance set by the participants of the CCRSC.
- B. A quarterly financial report with copies of monthly bank statements is required at each the regular CCRSC meeting.
- C. An audit of the CCRSC and /or sub-committee checking account will be performed annually, by the CCRSC Chairperson, Treasurer, and an RCM.

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- D. The CCRSC checking account shall be a four signer account requiring one signature for a valid check. Signers on the account shall be the CCRSC Chair, Vice-Chair, Treasurer and Vice-Treasurer (signers other than the Treasurer and Vice-Treasurer may vary depending on location within region).
- E. All CCRSC sub-committee checking accounts shall also be four signer accounts requiring one signature for a valid check. Signers on the account shall be the sub-committee Chair, Vice-Chair, Treasurer and a CCRSC officer.
- F. No CCRSC check shall be written without the approval of the CCRSC as implied in the CCRSC Subcommittee Budget Guidelines or expressly given by action of the CCRSC.
- G. All CCRSC members responsible for receiving or disbursing CCRSC funds are required to submit a signed and dated copy of **Addendum I Funds Accountability Statement** including a Valid Picture ID (such as Drivers License, State ID Card, Military ID Card).

Section4) Misappropriation of Funds Procedure:

The 11th Concept of NA Service establishes the sole priority for the use of NA funds, to carry the NA message. The 12th Concept of NA Service gives the CCRSC a mandate from the NA groups calling for total financial accountability. With this in mind, any misuse of funds by any Trusted Servant will not be tolerated.

Should Any CCRSC participant, Subcommittee participant or any other Regional Trusted Servant be found to have misappropriated or misused CCRSC funds, the presiding officer of the CCRSC, immediately upon calling the CCRSC meeting to order, must fully disclose the alleged misuse of funds and the individuals involved. Any Trusted Servant/Member accused of misappropriation or misuse of funds may exercise their 10th Concept Right to Redress at that time.

Section5) CCRSC ACTION:

Once informed of the alleged misuse of funds and the alleged use or non-use of the 10th Concept Right to Redress, the CCRSC may remove the accused by a 2/3 vote. Should the CCRSC remove a member their participation shall be immediately terminated. Additionally, any member removed by the CCRSC for misappropriation of funds shall not hold an elected seat on the CCRSC or any of its sub-committees for a period of (2) two years.

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Section6) RESTITUTION:

Individuals removed for misappropriation of funds are expected to make full restitution of all CCRSC funds. Should a member removed for misuse of funds fail to make full restitution said member may be subject to criminal prosecution.

- A. All funds received by the CCRSC and sub-committees are not authorized to be used by any participant of that committee or sub-committee for personal use not related to NA service.
- B. Action to be taken in case of misappropriation of funds may include:
 - i. Confront the Individual
 - 1. If the Individual acknowledges the misappropriation and the CCRSC agrees to the terms of reimbursement, then the situation is resolved. If not, CCRSC may go to the authorities.
 - 2. If the matter is not resolved to CCRSC satisfaction within a reasonable time period, the CCRSC will take appropriate legal action in pursuit of restitution.
 - ii. Request that the individual return any and all CCRSC property currently in their possession, such as records, ledgers, books, checks and merchandise
 - iii. Verify the removal of the Individual from ALL CCRSC bank signature cards.

Article XVII **Committee Budget Guidelines**

Section1) Budgets per CCRSC Meeting:

PR (under development)

BTWS \$350.00

Regional Delegate and RDA "Daily Per Diem" is to be in accordance with NAWS reimbursement policy.

Mileage: (not to exceed) Federal government standard per mile per vehicle for travel

The above are approved funding.

(Note: committees without an established prudent reserve are not funded without prior CCRSC approval)

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Article XVIII Prudent Reserves

1 st Quarter (Jan-Mar) conference year	= \$10,000
2 nd Quarter (Apr-Jun) conference year	= \$5,000
3 rd Quarter (Jul-Sep) conference year	= \$5,500
4 th Quarter (Oct-Dec) conference year	= \$6,000
1 st Quarter (Jan- Mar) non-conference year	= \$6,500
2 nd Quarter (Apr-Jun) non-conference year	= \$7,000
3 rd Quarter (Jul-Sep) non-conference year	= \$8,000
4 th Quarter (Oct-Dec) non- conference year	= \$9,000

Article XIX Travel & Expenses

The RSC Admin Committee has been charged by the RSC with coordinating and approving all travel related to routine RSC Admin, as well as non-routine travel for fellowship development, project work groups, presentations etc. Our Eleventh Concept for NA Service tells us that: *"NA funds are to be used to further our primary purpose, and must be managed responsibly."* In light of this direction, the Admin Committee shall take care to look for savings and obtain the best rates possible for approved travelers, always looking for ways to conserve NA funds, taking advantage of lowest airfares for early ticket purchases and group rates or early registrations for lodging is expected and only those expenses approximating prevailing room and flight rates will be reimbursed. Wherever feasible, the Admin Committee will reimburse travelers at fifty percent (50%) of hotel room costs to encourage room sharing as a means of minimizing travel expenses. Carpooling will also be an encouraged practice. However, in cases where room sharing or carpooling is not practical due to exigent circumstances, the Admin Committee may, at their discretion, reimburse one-hundred percent (100%) of hotel room and/or mileage expenses for authorized travelers. Following are the specific policies for travel and expense reimbursement by the RSC Admin Committee:

Section1) The RSC Admin Committee, PR & BTWS Coordinators, RSC Working Groups or travelers approved by the Admin Committee for the fulfillment of Approved tasks/projects may receive travel, copying, mailing and telephone reimbursement.

Section2) The Admin Committee shall regularly provide the RSC with written reports detailing all approved traveling expenditures, including the names of the

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approved travelers and a brief description of the purpose or nature of the event.

- Section3)** All Regional Committee Members may receive reimbursement for travel expenses, as authorized by the RSC Admin Committee, on an "as needed" basis.
- Section4)** Any RSC participant may submit reimbursement requests for hotel expenses on trips authorized by the Admin Committee of more than two-hundred-fifty (250) miles round trip or when return home is not feasible in the estimation of the Admin Committee.
- Section5)** Approved Travel funds may be disbursed in advance; however the person traveling must sign a cash advance voucher, thereby acknowledging understanding of the "Misappropriation of funds procedures".
- Section6)** All "special accommodations" (first-class airfare, room upgrades, room service, car rental etc.) must be paid by the traveler. Additionally, interested members of the fellowship, family and friends may travel with authorized traveler(s) to service meetings or events. However, the RSC will only pay for the authorized traveler(s) expenses.
- Section7)** Hotel room expenses are generally reimbursed at fifty percent (50%) per authorized traveler to encourage room sharing where practical. However, the RSC Admin Committee may, at its discretion, approved reimbursement of one-hundred percent (100%) hotel room expenses if room sharing is not practical or feasible.
- Section8)** Hotel reimbursement for the WSC, due to its extended duration and demanding nature, shall be reimbursable at one-hundred percent (100%) for each authorized traveler.
- Section9)** Air travel arrangements will be made on the basis of cost.
- Section10)** Accommodations will be made on the basis of convenience to the event and cost.
- Section11)** Ground transportation (bus, taxi, etc.) from the airports to hotels and parking for personal car at the airport or hotel is reimbursable.
- Section12)** Travel by auto will be reimbursed at (not to exceed) Federal government standard per mile per vehicle for travel.
- Section13)** Regional Delegate, RDA and all "Daily Per Diem" is to be accordance by NAWS Reimbursement policy.
- Section14)** Any Nominee standing for election to a Pool Seat or Direct Elect that has been nominated by the CCCE shall be eligible for reimbursement for mileage associated with attending the RSC for qualification.

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Article XX Disbursement of RSC Funds

- Section1)** The RSC reimburses expenses that have been specified by the RSC.
- Section2)** A completed RSC Funding/Reimbursement Request Form and accompanying receipts must be submitted to the RSC Treasurer and approved by at least two admin members:
- A. A piece of paper simply listing expenditures is not acceptable.
 - B. Receipts are not necessary for reimbursement for auto travel; however travel must be itemized, with miles driven, from departure point to destination.
 - C. Other mileage for personal reasons (restaurants, visits, etc.) is not reimbursable.
- Section3)** Payments should be made payable to vendors and/or businesses whenever possible.
- Section4)** All regular monthly operating expenses will be paid. No approval is needed.
- A. All other expenses must be approved on the floor of the RSC.
- Section5)** A decision to "encumber" funds can only be made by the RSC.
- Section6)** After paying expenses, funds that exceed the established operational prudent reserve will be sent to the WSO in the form of a contribution.

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Addendum I
Funds Accountability Statement

The 11th Concept of NA Service establishes the sole priority for the use of NA funds, to carry the NA message. The 12th Concept of NA Service gives the CCRSC a mandate from the NA groups calling for total financial accountability. With this in mind, any misuse of funds by any Trusted Servant will not be tolerated.

Should Any CCRSC participant, Subcommittee chair/Vice-Chair, or RSC Convention Committee member, or any other Regional Trusted Servant be found to have misappropriated or misused CCRSC funds, the presiding officer of the CCRSC, immediately upon calling the CCRSC meeting to order, must fully disclose the alleged misuse of funds and the individuals involved. Any Trusted Servant/Member accused of misappropriation or misuse of funds may exercise their 10th Concept Right to Redress at that time. This statement shall remain in effect for the Term of Service to CCRSC of the undersigned Trusted Servant. A signed and dated copy of this document shall be filed in the CCRSC archives.

Misappropriation of funds procedures

- Section1)** All funds received by the CCRSC and sub-committees are NOT authorized to be used by any participant of that committee or sub-committee for personal use not related to NA service.
- Section2)** Action to be taken in case of misappropriation of funds may include:
- a. Confront the Individual
 - ii. If the Individual acknowledges the misappropriation and the CCRSC agrees to the terms of reimbursement, then the situation is resolved. If not, CCRSC may go to the authorities.
 - iii. If the matter is not resolved to CCRSC satisfaction within a reasonable time period, then CCRSC will take appropriate legal action in pursuit of restitution.
 - b. Request that the individual return any and all CCRSC property currently in their possession, such as records, ledgers, books, checks, merchandise
 - c. Verify the removal of the Individual from ALL CCRSC bank signature cards.

I, _____, have read and understand the Funds Accountability Statement and agree to all of its terms.

Name: _____ Position _____

Valid ID Type: _____ Number: _____ Expires: _____

Signature X _____ Date: _____