

APPROVED

CRSC POLICY

Approved by CRSC
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TABLE OF CONTENTS

ARTICLE ONE:	MISSION STATEMENT	Page 3
ARTICLE TWO:	PURPOSE	Page 3
ARTICLE THREE:	MEMBERSHIP QUALIFICATIONS	Page 3
ARTICLE FOUR:	DEFINITION OF CONSENSUS	Page 3&4
ARTICLE FIVE:	RCM OFFICERS	Page 5
	A. Regional Committee Member (RCM)	Page 5
	B. Regional Committee Member Alternate (RCMA)	Page 5
	C. Facilitator	Page 5
	D. Facilitator Alternate	Page 6
	E. Secretary	Page 6
	F. Secretary Alternate	Page 6
	G. Treasurer	Page 6
	H. Treasurer Alternate	Page 7
	I. Regional Delegate (RD)	Page 7
	J. Regional Delegate Alternate (RDA)	Page 7
ARTICLE SIX:	WORK GROUPS, RESPONSIBILITIES OF WORK GROUP CHAIRS	Page 8
	A. Public Relation (PR)/H&I	Page 8
	B. Event	
	C. Archives	Page 8
	D. Website/Technical	Page 9
	E. Conventions	Page 9
	F. Board of Directors	
	G. BOD Pool Members	Page 10
	H. Policy & Administration	Page 10
ARTICLE SEVEN:	RSC AGENDA ITEMS	Page 10
ARTICLE EIGHT:	REQUIRING VOTES	Page 10
ARTICLE NINE:	MANNER OF ACTING	Page 11
ARTICLE TEN:	RESIGNATION OF OFFICERS/WORK GROUP	Page 11
ARTICLE ELEVEN:	KEYHOLDERS FOR CONFERENCE ROOM	Page 11
ARTICLE TWELVE:	DONATIONS	Page 11
ARTICLE THIRTEEN:	MEMBERS ALLOWED TO VOTE	Page 12
ARTICLE FOURTEEN:	EXECUTIVE COMMITTEE	Page 12
ARTICLE FIFTEEN:	ELECTIONS	Page 12
ARTICLE SIXTEEN:	THEFT OF CRSC FUNDS	Page 13
ADDENDUM A:	TRAVEL POLICY	Page 14
MISCELLANEOUS		Page 15

ARTICLE ONE: MISSION STATEMENT

The Chicagoland Regional Service Committee (CRSC) of Narcotics Anonymous (NA) serves member Area Service Committees (ASCs) in the Chicagoland Region. . The CRSC facilitates its member ASC's primary purpose of carrying the message to the addict who still suffers upholding the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. It also serves as a liaison between Narcotics Anonymous World Service (NAWS), the member ASCs, and their fellowship members.

ARTICLE TWO: PURPOSE

The purpose of the Chicago Region Service Committee (CRSC) shall be to respond to the needs and collective conscience of its member Area Service Committees (ASCs). It establishes a structure in which services and education can be provided.

The purpose of these policies is to safeguards that will protect the access of the fellowship.

- a. That HUSBAND and WIFE, SIGNICANT OTHERS, or those who share the same household, SPONOR and SPONSEES **SHOULD NOT** be signers on the same bank accounts.
- b. There **MUST** be a third person present whenever these parties are handling **N.A. Funds**.

ARTICLE THREE: MEMBERSHIP QUALIFICATIONS

A. In order for an Area to seek membership into CRSC, the Area must demonstrate its ability to sustain itself by providing the following to the CRSC at the time that it requests admittance to CRSC. The Area will send a representative to the Region notifying the Region that it is the intent of the Area to request admittance to the Region. The Area representative will provide the Regional Secretary with a completed Area report providing the name of the Area Facilitator, Alternate Facilitator, Secretary, Treasurer and the Area representative. A complete list of meeting and groups that are serviced by the Area will be attached. This report will be given to the body of the RSC after all other Area reports have been given.

B. During New Business, one of the member Areas will make a topic to recognize the potential Area. In order for the Area to be recognized, consensus must be reached approving the Area's recognition. At this time, the Area representative will not have a voice on the floor, unless the Facilitator wishes; nor will they have voting privileges.

C. During Old Business of the second consecutive CRSC meeting that the Area representative attends, the Regional Facilitator will seek Consensus to accept the Area as a member of the Region. Upon approval, the Area representative will have full voting privileges and be recognized as a Regional Committee Member (RCM).

D. In the event that an ASC has not been represented at two consecutive CRSC meetings, the ASC should be contacted.

E. If a member misses three Roll Calls, it loses its voting privileges. It must attend two consecutive RSC meetings to regain voting privileges.

F. Add to policy that no voting member hold more than one vote

ARTICLE FOUR: DEFINITION

1. Consensus: (General Agreement) - The method used by the CRSC to establish group conscience and, it is hoped, divine God's will. Any member may bring up a Topic or Proposal for discussion on the

Region,. All members may participate in the discussion, objections are aired and alternatives considered. Any proposal needs support from 80% of the Members Allowed to Vote to be adopted.

2. Topic: An issue a member wishes to discuss at Region. Examples include: (a) an ASC needs guidance on how to attract greater group participation at the ASC;(b) a member wants to discuss the way business is conducted at Region and wants to here the views of other member; or(c) a Workgroup Chair wants input on a new idea that has emerged from the workgroup. A topic does not require any specific action, and requires no votes. While a Topic might not be a specific Proposal, Proposals frequently emerge.

3. Proposal : A suggestion for acceptance) –a specific action item or policy change that any member may propose. Examples include: (a) a member may propose an event (b) an RCM may propose to amend policy; or (c) the Treasurer may wish to modify the budget. The Facilitator seeks to fashion compromises that all can support. If a Proposal emerges that has broad, but not unanimous, support, the facilitator shall poll Members Allowed to Vote. The Proposal is adopted if 80% of the Members Allowed to Vote Support the Proposal..

4 Straw poll: (An unofficial vote taken to determine the general trend of opinion on a given issue) - a tool the Facilitator may use to determine if a proposal has support.

5. Amendments to proposals: during discussion of proposals, the Facilitator may hear an amendment or alternative that might lead to Consensus. The Facilitator shall have the new proposal or amended proposal written on the flip chart for discussion. All revisions to proposals being discussed on the floor shall be written on the flip chart.

B Process

1. Any member wishing to discuss a Topic or make a Proposal shall fill out a Topic for Discussion form and submit it to the Secretary.
2. The Secretary shall summarize the Topic or Proposal on the flip chart.
3. During the discussion of business, the maker of the Topic or Proposal shall introduce the Topic or Proposal to the body and answer questions.
4. The maker of the Topic or Proposal must be present for the discussion to take place. If the maker is absent, the Topic or Proposal shall be tabled to the next CRSC.
5. Topics: The Facilitator shall open the floor discussion. After discussion, if there is no need for further action, the Facilitator shall close discussion and move on. If there is interest in the Topic, or if several Proposals emerge from the discussion, the Facilitator may allow the discussion to continue and see if consensus emerges on a specific Proposal. If consensus does not emerge on any Proposal but the Facilitator believes that consensus may be possible, the Facilitator may(A) table discussion to the next CRSC, or(B) ask a Workgroup, the Policy Committee, or an Ad-Hoc committee to consider the Topic and Proposals. If a proposal emerges that does not have general support, the Facilitator may allow the matter die. All Proposals that emerge from Topics shall be written on the flipchart.

- 6 Proposals: Before the floor is opened for discussion, the Facilitator shall take a straw poll to determine if there is already consensus to adopt the proposal. If there is no consensus, the Facilitator shall open the floor for discussion, listening carefully to what happens. If the proposal does not generate consensus, but if the Facilitator believes that a compromise or amended Proposal will produce consensus, the Facilitator shall have the revised proposal written on the flipchart and continue the discussion. If consensus does not emerge on any Proposal, but the Facilitator believes that consensus may be possible, the Facilitator may:(A)

table the discussion to the next CRSC, or (B) ask a Workgroup, the Policy Committee, or an Ad-Hoc Committee to consider the Proposal. If a Proposal emerges that does not have general support, the Facilitator may allow the matter to die without further consideration. If , after further consideration, the Proposal fails to garner support from **80%** of the Members Allowed to Vote, the Facilitator may allow the matter to die without further consideration.

C Ground Rules

1. Any member may participate in discussions.
2. Each member may only speak once on each Topic or Proposal, but may speak again after all other wishing to speak have done so; the maker of the Topic or Proposal may answer questions, provide clarification, or respond to concerns raised during discussion.
3. The Facilitator shall ensure that dialogue is respectful at all times.
4. If necessary to calm tensions, the Facilitator may request a moment of silence follow by a prayer. The Facilitator may also impose a short break.
5. Only members Allowed to vote may participate in straw polls or votes.
6. If time is running short, or if discussion is making progress, the Facilitator may impose time limits.
7. Any member may pause discussion for a point of order by raising his or her hand and calling out "point of order." (Examples of points of order: ask a question about policy, seek clarification on what is being discussed, or challenge a decision by the Facilitator.)
8. During discussion, any Member Allowed to Vote may challenge a decision made by the Facilitator. The Facilitator's decision will be overturned if at least **50%** of the Members Allowed to Vote agree to overturn the decision.

D. The Role of the Facilitator

The Facilitator's role is to lead discussion and build consensus. He or She listens carefully for any compromises that may result in consensus. Any time a proposal emerges from a Topic, or an amended proposal emerges from the discussion, the Facilitator shall have the new or amended Proposal written on the flipchart. The Facilitator ensures that everyone has a chance to speak and that no one, except for the maker of a Topic or Proposal, speaks more than once before everyone wishing to speak has done so. Facilitator discourages repetitive discussion. If time is running short or if discussion is not making progress, the Facilitator may impose time limits.

ARTICLE FIVE: RCM OFFICERS

A. REGIONAL COMMITTEE MEMBER (RCM):

1. All RCM's are voting members.
2. Elected by their Area.
3. Term of service set by Area.
4. Recommended three years clean time requirement.
5. Reviews and approves annual budget.
6. Approves non-budgeted requests for funds.
7. Attends monthly CRSC meetings.
8. Attends yearly RSC meetings at CRC.
9. Attends yearly GSR assembly at CRC.
10. Reviews and approves annual corporate audit.
11. Presents a written report of finances, unity activities and Area/group issues.
12. Participates in all discussions.
13. Serves on work groups.

14. All members will act in such a manner to further the primary purpose.

B. REGIONAL COMMITTEE MEMBER ALTERNATE (RCMA):

1. Votes in absence of RCM.
2. May contribute to consensus decisions.
3. Elected by Area.
4. Recommended two years clean time requirement.
5. Fulfills duties of RCM when RCM is absent.

C. FACILITATOR:

1. Elected by voting members by 60% of those present.
2. Five years clean time requirement.
3. Two year term, may serve two consecutive terms.
4. Signer on bank accounts.
5. Facilitates CRSC meetings.
6. Seeks to reach Consensus on all topic discussions.
7. Ensures annual budget and audit are prepared on time.
9. Expresses no opinion on business before the RSC committee.
10. That the facilitator and another CRSC member at the facilitator discretion be required
To attend the BOD meeting.

D. FACILITATOR ALTERNATE:

1. Elected by voting members by 60% of those present.
2. Five years clean time requirement.
3. Two year term, may serve two consecutive terms.
4. Does not vote.
5. Facilitate discussion of topics by: (A) Organizing topics brought up by CRSC members, (B) summarizing topics on flip chart and (C) Assisting in facilitating discussion of topics.
6. Audit work groups annually by (A) Chairing annual Work Group audit meeting within 60 days after the end of the fiscal year, (B) Preparing written report for CRSC following the annual audit meeting.
7. Does not sign on bank account or documents.
8. Acts on behalf of Facilitator when absent.
9. Automatic nomination for Facilitator. Still needs to be elected.

E. SECRETARY:

1. Elected by voting members by 60% of those present.
2. Votes on all business.
3. Four years clean time requirement.
4. Two year term, may serve two consecutive terms.
5. Signer on bank accounts.
6. Attends all RSC meetings.
7. Keeps written minutes of all CRSC meetings.
8. Maintains mailing list of all CRSC participants.
9. Creates and supplies all necessary forms for participants.
10. Sets annual schedule of meetings for the next year each November.
11. Gives flyers for elections and lists regular vacancies two months prior to Elections.
12. Presents receipts for all secretarial expenses to the Treasurer to be reimbursed.
13. Notifies members of special meetings.
14. Takes Roll Call.

15. Produces and distributes all CRSC communications.

F. SECRETARY ALTERNATE;

1. Elected by voting members by 60% of those present.
2. Two years clean time requirement.
3. Two year term, may serve two consecutive terms.
4. Does not vote, votes only in absence of Secretary.
5. Does not sign on bank accounts and documents.
6. Automatic nomination for Secretary. Still needs to be elected.
7. Assist Secretary in duties necessary.

G. TREASURER:

1. Elected by voting members by 60% of those present.
2. Ten years clean time requirement.
3. Two year term, may serve two consecutive terms.
4. Votes on all business.
5. Knowledge and experience in accounting required.
6. Knowledge and experience in QuickBooks Pro, Optional QuickBooks Point of Sale.
7. Signer on bank accounts and balances checkbook.
8. Attends all CRSC meetings.
9. Prepares annual budget.
11. Presents budget proposal each November.
12. Assists annual audit.
13. Oversees tax returns each May 15th.
14. Makes routine budgeted expenditures.
15. Maintains bank records, including annual account signers, as needed.
16. Presents monthly expenditures and account balances to CRSC.
17. Oversees CRSC receipts, expenses and bank accounts.
18. Reports all Area donations.
19. Monitors complete financial reporting of all income and expenses, profit and loss report monthly.
20. Reports quarterly to BOD.

H. TREASURER ALTERNATE:

1. Elected by voting members by 60% of those present.
2. Eight years clean time requirement.
3. Two year term, may serve two consecutive terms.
4. Votes on all business in absence of Treasurer.
5. Signer on bank accounts and documents.
6. Assists Treasurer in performance of his/her duties.
7. Knowledge and experience in Quickbooks Pro. Optional QuickBooks Point of Sale.
8. Knowledge and experience in accounting.
9. Automatic nomination for Treasurer. Still must be elected.
10. Trains and serves on the pickup team for CRSC Convention.
11. Forms an internal auditing committee to assure that workgroups are financially Transparent and report to the CRSC every three months.

I. REGIONAL DELEGATE (RD):

1. Elected by voting members by 60% of those present.

2. Six years clean time requirement.
3. Two year term, may serve two consecutive terms.
4. Votes on all business.
5. Attends all CRSC meetings.
6. Works on annual budget.
7. Works on annual audit.
8. Attends and reports on all WSC meetings. Is a World level trusted servant. Travel expenses paid for by CRSC.
9. Attends and reports to all Midwest Zonal Forum meetings. Travel expenses paid for by RSC.
10. Reports on WSC and Zonal Forums.
11. Facilitates annual GSR assembly at CRC.
12. Participates in all discussions.
13. Attends every member ASC meeting at least once per term.
14. Provides annual budget for RD/RDA expenses.

J. REGIONAL DELEGATE ALTERNATE (RDA):

1. Elected by voting members by 60% of those present.
2. Four years clean time requirement.
3. Two year term, may serve two consecutive terms.
4. Votes on all business.
5. Automatic nomination for Regional Delegate. Still must be elected.
6. Attends and reports to all WSC meetings. Is a World level trusted servant.
7. Attends all Midwest Zonal Forum meetings. Travel expenses paid for by CRSC.

ARTICLE SIX: WORK GROUPS

Responsibilities of Work Group Chairs:

1. Elected by voting members by 60% of those present.
2. Vote on all business.
3. Two year term, may serve two consecutive terms.
4. Attends all RSC meetings.
5. Prepares all annual work group budgets.
6. Prepares annual work group audit, if required.
7. Participates in all discussions.
8. Presents written reports at each CRSC meeting on goal achievement, project timelines and budget.
9. Experience in project management.

A. Public Information (PI)

B. Events.

C. Archives.

D. Website/Technical.

E. Conventions

F. Board of Directors (BOD) - office, treasury, finance, legal and insurance.

A: PUBLIC RELATIONS/H&I (HIPR) WORK GROUP LEADER:

1. Five years clean time requirement.
2. Previous PR/H&I experience.
3. Oversees and report experience on the helpline, phone tree, Regional mailing list, and work group monthly meeting.
4. Oversees list of H&I facilities served and maintains databases of volunteer.
5. Required to visit each Area once per term and Facilitates monthly work group meeting.

6. Serves as liaison to hospitals, prisons and other institutions in accordance with the WSC H&I Handbook.
7. Coordinates with H&I twice per year, and scheduling of meetings at assigned facilities.
8. Coordinates one annual Regional level learning day, and visit each Area once per term.

B: EVENTS WORK GROUP LEADER:

1. Five years clean time requirement.
2. Convention experience.
3. Contract and negotiating experience.
4. Works with CRC, and Area unity chairperson (s) and committee's.
5. Attempts to coordinate events calendar with Webmaster, BOD and Area Events Chair.
6. Required to visit each Area once per term.

C: ARCHIVES:

1. Two years clean time requirement.
2. Strong organizational skills.
3. Keep chronological record of CRSC minutes and guidelines provided by the Board and Work Groups of the CRSC and any Area Service Committee Minutes.
4. Assists CRSC participants when searching the Archives.
5. Maintains storage of archival records in a location designated by the CRSC.

D: WEBSITE/TECHNICAL:

1. Five years clean time requirement.
2. Must be familiar with the following software: FTP and Front Page, Microsoft Access.
3. Needs high speed internet connection.
4. Maintain website per current committee policy.
5. Keep meeting directory and Event's page up to date.
6. Maintain link pages.
7. Maintain the store for the CSO e-mail addresses in NA.org domain.

E: CONVENTIONS:

The CRSC shall host the annual Chicagoland Regional Convention (CRC) of Narcotics Anonymous, which will be organized by a Convention Committee.

1. All convention chairs, vice-chairs, treasurers, and vice treasurers must have five years clean.
2. The CRC Chair will serve a one year term and will be succeeded by the Vice-Chair.
3. The CRC Convention Committee will nominate a Vice-Chair, who must be approved by the CRSC.
4. In the event that the CRC Vice-Chair is unable to fulfill his or her responsibilities, the CRC Chair shall appoint a member to fulfill the remainder of the term from the CRC Convention Committee.
5. All contracts and proposals must be submitted to the BOD Events Manager or Alternate Events Manager.
6. The BOD and BOD Events Committee must approve all expenses over \$1,000.00.
7. The convention Chair, Vice-Chair, Treasurer, Vice Treasurer, and BOD Events Manager are to be signers on the convention bank account.
8. The CRC chair must attend the monthly meeting of the CRSC BOD, and EC.
9. Convention policy guidelines shall be attached as an addendum.
10. All members of the CRC Convention Committee are subject to Article Ten (B), (C), and (D).

F: BOARD OF DIRECTORS

1. BOD members must have five years continued abstinence from all mood mind altering substances including Alcohol.
2. BOD members are elected for three year terms, for a maximum of two consecutive terms.
3. BOD members must come back to the CRSC for re-election before they can be elected to a second term.
4. Members serving two consecutive terms shall take a three year break before becoming eligible to serve another term.
5. The CRSC shall be responsible for identifying qualified candidates to serve on the BOD.
6. BOD must come back to CRSC with contracts and numbers for review before they are signed,
7. The CRSC treasurer or co-treasurer shall be on the pick-up team with the BOD at all CRSC events,
8. BOD must provide all contracts for review, and approval by the CRSC Executive Committee prior to contract execution, by **phone, in person or e-mail**.
9. Trains pick-up team, including CRSC Treasurer, and Treasurer Alternate three months before the CRSC convention.
10. All members of the BOD and all employees of the Chicago Service Office are subject to Article Ten (B), (C), and (D).

G. B.O.D.Events Committee

- 1 That the present Event Committee be re-structured as follow:(2) **CRC Members (2) BOD Members (2)CRSC Members** and the **CRC Chair** of the previous convention.
 - 1 Each of these separate bodies would select their (2) representative thru their crittria.
 - 2 The (7) member committee would **NEGOGTIATE/ REVIEW/ APPROVE** our CRC hotel Contracts and all vendor contracts.
 - 3 There would be a quarterly meeting of this committee, which colud be attended by any interested members.
 - 4 A monthly report of all committee activity be made to the BOD,CRC,CRSC any vacancies on this committee would be filled immediately.
 - 5 **All APPROVED** contracts will be signed at a open **BOD** meeting.

H: BOD POOL MEMBER QUALIFICATIONS

1. The CRSC shall maintain a Pool of no more than thirteen (13) available individuals qualified to serve on the BOD and shall submit the list to the BOD when a vacancy occurs.
2. Pool members shall have organizational and communications skills, and a history of completing work independently and working in a group.
3. Pool members shall have Regional or Area service experience and a history of fulfilling commitments.
4. Pool members must have five years continued abstinence from all mood mind altering substances including Alcohol.
5. Pool members must complete 10 hours of services at the CSO office.
6. Pool members can serve in open positions on the BOD being appointed by the General manger.
7. RCMs **ONLY** must bring BOD Pool recommendation/s to the CRSC for consideration.

I: Policy & Administration

1. Three years clean time.

2. Must have access and the skills to use the internet.
3. Must have strong computer and word processing skills.
4. Distributed updated policy to CRSC every February and August.
5. Have strong knowledge of the Twelve Steps, Twelve Concepts, and Twelve Traditions.

ARTICLE SEVEN: CRSC AGENDA ITEMS

- A. 11:00 is the recovery meeting on the Odd Sunday and Policy meet on the Even Sunday.
- B. 12:00 pm CRSC meeting begins.
- C. Fifteen minute break every two hours, as needed.
- D. Welcome.
- E. Moment of silence followed by Service Prayer.
- F. Twelve Traditions and Twelve Concepts are read.
- G. Roll Call.
- H. Approve minutes from previous month.
- I. Secretary report.
- J. Facilitator report.
- K. Treasurer Report.
- L. RD report.
- M. Work Group reports.
- N. Area reports.
- O. Old Business, topic reports.
- P. Open Forum. (Length of time to be decided.)
- Q. New Business.
- R. Agenda for next meeting.
- S. Announcements.
- T. Closing Prayer.

ARTICLE EIGHT: ITEMS REQUIRING VOTES

Administration decision making is generally Consensus based. However, the following matters always require votes:

- A. Elections.
- B. Annual budget.
- C. Non-budgeted expenditures over \$250.00.
- D. Motion of no-confidence in Officer or Work Group Leader.
- E. Items requiring votes must have 60% of voting members present.

ARTICLE NINE: MANNER OF ACTING:

- A. Attendees must act in accordance with the spiritual principals of Narcotics Anonymous.
- B. All actions are to further the primary purpose.
- C. Theft or misappropriation of funds will result in implementation of Article Thirteen. review process and may be prosecuted.
- D. Violence or threats of violence will result in implementation Article Sixteen, review process and may be prosecuted.
- E. All officers and work group leaders are expected to attend all meetings of the CRSC.
- F. Officers or work group leaders should notify the secretary to report any absences.
- G. Each voting member shall have only one vote.

ARTICLE TEN: RESIGNATION OF OFFICERS/WORK GROUP LEADERS:

A. In the event that an officer or work group leader resigns, he or she shall do so in writing.

B. In the event that an officer or work group leader of the CRSC has: (1) relapsed, (2) misappropriated NA funds, (3) violated attendance in accordance with the CRSC policy, or (4) failed to perform in accordance with Article Nine, **MANNER OF ACTING**, any member of the CRSC body may call for review.

C. Review Process for Vote of No Confidence:

The member who seeks a review will fill out a review form, which names the person making the request, identifies the officer or work group member being reviewed, and specifies the provision of Article Ten (B) that is alleged to be in violation. The CRSC will take the matter up as soon as a review form is submitted. The CRSC officer or work group leader being reviewed will have the opportunity to respond if present. If not present, he or she may respond as a redress no later than the next CRSC meeting. The members of the CRSC will have five minutes to ask questions. The matter may then be dropped or vote of no-confidence is consented to. In the event of **no-confidence**, the individual will **resign** and **elections** will take place, as per **Article Fifteen**.

D. The CRSC officer or work group leader may seek redress at the next CRSC meeting within the spirit of the Tenth Concept.

E. **Members of the CSO Board of Directors, Employees of the CSO, and Members of the CRC Convention Committee are subject to the provisions of Article Ten (B), (C), and (D).**

ARTICLE ELEVEN: KEY HOLDERS FOR CONFERENCE ROOM:

- A. Facilitator.
- B. Facilitator Alternate.
- C. Secretary.
- D. Treasurer.
- E. Regional Delegate.
- F. Work Group Chairperson (s)
- G. BOD, as needed.
- H. Special workers.

ARTICLE TWELVE: DONATIONS

All monies above and beyond the annual RSC budget shall be donated to the WSC. Donations Will be made with any extra cash quarterly.

ARTICLE THIRTEEN: MEMBERS ALLOWED TO VOTE

- A. ROMs.
- B Secretary
- C. Treasurer.
- D. Regional Delegate.
- E. Regional Delegate Alternate.
- F. Work Group Chairs.
- G. Quorum is defined as 60% of all voting members on the roll call.

ARTICLE FOURTEEN: EXECUTIVE COMMITTEE

- A. Membership of the Executive Committee. The following CRSC Officers shall also serve on the

Executive Committee.

1. Facilitator.
2. Facilitator Alternate.
3. Secretary.
4. Treasurer.
5. Regional Delegate.
6. BOD member.

B. Responsibilities of the Executive Committee. The EC shall:

1. Serve as liaison between the CRSC and the CSO Board of Directors.
2. Serve as liaison between the CRSC and the CRSC Workgroups.
3. Act on behalf of the CRSC between meetings of the CRSC, as warranted by special circumstances. Special circumstances may include, but are not limited to: Public Information or H&I opportunities, budget or fiduciary matters, theft of CRSC or CSO resources, web site or technical matters, CSO Board of Directors concerns, CSO concerns, Member Area Service Committee concerns, or other events unanticipated at the previous CRSC meeting.

C. Meetings of the Executive Committee.

1. The CRSC Facilitator can call a meeting of the EC.
2. Any two members of the Executive Committee can call a meeting.
3. Meetings of the EC shall be held after 48-hour notice, except in extenuating circumstances.
4. The EC shall only conduct business when fifty percent of the EC's members are present in person or via teleconference.
5. The RCMs shall be notified in advance of all EC meetings and of the purpose of such meetings. Such notice may be via telephone, fax, electronic mail, or other forms of timely communication.
6. Any member of Narcotics Anonymous may attend EC meetings.

ARTICLE FIFTEEN: ELECTIONS

A. Elections

1. Elections will be held as term expires and/or as needed.
2. Two months prior to the elections, flyers announcing the elections shall be distributed to the Areas.
3. In the event of a vacancy, notice shall be submitted, and elections shall be held two Regional Committee meetings following notice.
4. To be elected, candidates must receive 60% of the votes of the voting members present..
5. A member may not be elected to **Two concurrent** positions on the **BOD** or CRSC.
6. The Facilitator may appoint an existing member of the CRSC to fill a vacant position on the CRSC for three months. The facilitator may extend the appointment after a review with the full EC Committee.
7. No voting member can hold more than one Regional position.
8. If a CRSC trusted servant is elected to a second position, that trusted has two months to resign from the previous positions.

B. Process of Elections

1. All candidates must be present at the CRSC to be considered for a trusted servant positions.
2. The Facilitator shall open the floor for nominations or volunteers.
3. Each candidate shall have five minutes to present their credentials.
4. The CRSC shall have five minutes to ask questions of each candidate.

- 5All elections shall be conducted by secret, written ballot
6The Secretary shall provide ballots.

Article Sixteen- Theft of CRSC Funds

- A. All allegations of theft of funds shall be discussed on the floor of CRSC.
B. At the discretion of the CRSC, the Facilitator shall file a complaint with the Town of Maywood or other appropriate authorities.
C. All Thefts of CRSC funds shall be prosecuted to the fullest extent of the law.

ADDENDUM A - TRAVEL POLICY GUIDELINES

This article will attempt to answer most questions you may have concerning reimbursement and advances for expenses you may incur while fulfilling your service commitment.

SEVEN BASIC RULES TO KEEP IN MIND

1. All requests for funds must be submitted on a "reimbursement request" form.
2. All reimbursement requests must be submitted no later than forty-five days after the last travel day of a trip or event. Submissions after forty-five days will be automatically denied. Any advances not accounted for within this time period must be returned. Please note that any advances not accounted for will become accounts receivable and reported to the CRSC.
3. You will only be reimbursed for travel on the days you were scheduled to travel or attend an event. All other extensions must receive prior approval on a case by case basis or they will not be reimbursed.
4. All requests must include a receipt for each reimbursable item, with the exception of meals.
5. Bring all original documents, including receipts, to the CRSC.
6. Travel expenses are typically reimbursable for portal-to-portal expenses.
- 7 The CRSC does not allow for personal phone calls as a reimbursable expense.

MEALS

Maximum meal and tip allowance is \$45.00 US per day, including travel days. This is the maximum you will be advanced/reimbursed for meals and tips. It is not necessary to save or turn in your meal receipts.

TRAVEL

You must turn in receipts for all travel expenses, airfare, cab fare, shuttle service, (mileage) or other ground transportation. Parking and tolls are reimbursable. If normal receipts are available, a handwritten, signed receipt must be included. It is generally expected that the most economical means of transportation safety available will be used. Occasionally, travelers may wish to pool their resources and rent a car. This can frequently save money. Please note that when using your own car, you will be reimbursed half the IRS allowed mileage reimbursement expense.

ADVANCES

If you receive an advance, you MUST submit a reimbursement request, even if no money is due you. This is done to account for the funds. Include any unused funds. No funds will be advanced or reimbursed to you until any previous advances that are outstanding for forty-five (45) days or more have been accounted for. Again, please note that any advances not accounted for will become an account receivable and will be reported to the CRSC.

A WORD TO THE WISE

If, after reading the CRSC Travel Guidelines, you are uncertain about some particular item and whether or not it is or would be reimbursable; please contact the CRSC for clarification. A good rule of thumb to use is this: If something is not addressed clearly in the CRSC Travel Guidelines, it most

likely will require prior approval if you plan on requesting reimbursement. As with all policies, there are times when travelers may need to seek an exception. The CRSC Executive Committee has the ability to consider these requests on a case by case basis.

REIMBURSEMENT FOR NON-TRAVEL TRUSTED SERVANT EXPENSES

Most expenses incurred in order to fulfill your service commitment are reimbursable. All required receipts must be submitted within forty-five (45) days of purchase, in the case of supplies or date of bill, phone or fax.

MISCELLANEOUS

Postage, copy/fax paper, fax cartridges, etc. are reimbursable. Submit under “other” on a “reimbursement request” form and include receipt (s). These expenses must fall within the project, board or committee budget allocation as stated above.