



**OHIO REGIONAL
SERVICE COMMITTEE
FOR
NARCOTICS ANONYMOUS**

**POLICY AND
ADMINISTRATION
GUIDELINES**

(Revised January 2011)

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Section 1: What Ohio Regional Service Committee of Narcotics Anonymous is and How we Operate

- 1.1 (E)** The Ohio Regional Service Committee for Narcotics Anonymous (hereafter referred to as ORSCNA) consists of N.A. members working together to serve the Fellowship of N.A. in the Ohio Region, but not as authority over the Region. ORSCNA, operating within its defined and implied responsibilities as directed by the Fellowship of N.A. in the Ohio Region, strives to provide several services as follows:
 - 1.1.1 (E)** The primary function of ORSCNA is to unify and aid Areas within the Ohio Region.
 - 1.1.2 (E)** In accordance with Tradition Nine of Narcotics Anonymous, ORSCNA is directly responsible to those they serve, and shall be respectful of the Traditions and Concepts in all its affairs and matter of business, keeping the interests of the N.A. Fellowship in the Ohio Region and around the world ever at heart.
 - 1.1.3 (E)** Additionally, this Committee is to contribute to the growth of N.A., both by initiating some of the work to be finalized at the World Service Conference, and by helping to support our World Services.
- 1.2 (E)** ORSCNA is comprised of elected Regional Committee Members (RCM's) from the member Areas in the Ohio Region, elected Trusted Servants i.e. Chairperson, Vice-Chairperson, Treasurer, Vice-Treasurer, Secretary, Vice-Secretary, Regional Delegate (RD), RD Alternate. An Area is a member of ORSCNA when they say they are.
- 1.3 (I)** ORSCNA meets the second weekend of January, April, & July and on the first weekend of October on a rotating basis throughout the Ohio Region. The location of ORSCNA meetings is determined by a lottery of member Areas as follows: NWOASCNA, DASCNA, MEASCNA, FFASCNA, HAMASCNA, GCASCNA, AREA 13, KORASCNA, BLASCNA, FRASCNA, MVASCNA, COASCNA, SASCNA, and MOASCNA.
- 1.4 (I)** The Regional Services Committee meeting will be a two-day event. Old business and Subcommittee reports are dealt with on the first day. Subcommittee reports and new business will be dealt with on the second day.
- 1.5 (I)** An audio archive of Regional meeting will be maintained for a period of two years.
- 1.6 (E)** From time to time there may be a need for an emergency ORSCNA meeting. An emergency meeting may only be called by a majority vote of the member RCM's. The vote is to be tabulated by the RD, with all Trusted Servants and members of ORSCNA being given two weeks (fourteen days) notice prior to such emergency meeting.
- 1.7 (E)** The RSC uses the Sample Rules of Order from the Guide to Local Service. Pages 107-114.

Section 2: Voting Procedures at ORSCNA

- 2.1 (E) The voting body of ORSCNA will be made up of the elected RCM's (or RCM Alternates in the RCM's absence) in attendance.
- 2.2 (E) Business of the committee shall be conducted according to ORSCNA Policy and in accordance with the Twelve Traditions of N.A. The passage of motions on the floor of the committee requires a simple YES majority, while motions on the floor that change or make policy and are external in nature, go back to the Areas, and require a 2/3 majority of the voting body. Internal motions that change or make Policy may be voted on immediately by the RCM's present at the Quarterly RSC meeting, but require a 2/3 majority for passage. An abstention does not count in the total numbers of present voting members from which a needed percentage is derived. Unless a situation occurs where there are more abstentions than the total of YES and NO votes, whereupon the motion will be placed on the floor again for further deliberation and clarification. All motions presented to ORSCNA must be seconded prior to any discussion taking place with the exception of motions being brought to areas.
- 2.3 (E) All motions that go back to the areas need to include intent and pro and con for minutes.
- 2.4 (E) In the case of a tie vote, the remaining ORSCNA Trusted Servants will be asked to vote. The collective results of their votes will act as a tiebreaker. After two ties, Regional Chair breaks the tie.
- 2.5 (E) Only RCM's, committee Trusted Servants, (except ORSCNA Chair) and subcommittee Chairs may make or second motions. Any Concerned Member present may participate in the discussion on a motion.
- 2.6 (E) That RCM's act as "Trusted Servants", with the ability to vote on motions that don't affect the individual addict.

Section 3: Elections at ORSCNA

- 3.1 (E) Each year nominations for all positions are made in April, with the election held in July, with the exception of the Spring Retreat Chairperson, 12-Step Retreat Chairperson and the Convention Chairperson. The Spring Retreat Chairperson nominations will be made in January with the election in April. The 12-Step Retreat Chairperson nominations will be made in July with the election in October. Nominations may be made for all open positions in July with the approval of RCM's. Nominees shall submit a Trusted Servant Nominee Form to be included in the meeting minutes.
 - 3.1.1 (E) In the case of the Convention Chairperson, the hosting Area shall present their selected nominee(s) in October with the election by the RSC in January of the year prior to each convention to be held in the Ohio Region.
- 3.2 (E) RSC Trusted Servants are elected for one-year terms, with the exception of RD, RDA, Phonenumber Coordinator, Webmaster, and Vice-Webmaster whose terms are for two years, the Spring Retreat Chairperson and the 12 Step Retreat Chairperson whose terms are 15 months, and the Convention Chairperson whose term is 18 months. RSC Trusted Servants elected in July should start positions at end of meeting.

- 3.3** (E) A Trusted servant of ORSCNA may serve at most 2 consecutive full terms in that position, if nominated and elected. If a Trusted Servant is elected midterm that partial term would not count towards the 2 term max.
- 3.4** (E) Anyone nominated to a position and unable to be in attendance for the election may accept the nomination in writing, with a letter of acceptance and/or Trusted Servant Nominee Form being submitted to the ORSCNA Chairperson specifying qualifications and willingness.
- 3.5** (I) Trusted servants have the right to sit in on any discussion pertaining to their qualifications prior to election to office.
- 3.6** (I) Outgoing Chairpersons must present incoming Chairpersons with information on the activities during the outgoing Chairperson's term.
- 3.7** (E) Resignation and Removal of Trusted Servants:
- 3.7.1** (E) Trusted servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the ORSCNA Chairperson prior to, or at the time of, resignation.
- 3.7.2** (E) Any elected ORSCNA Trusted Servant is allowed two absences per term except in the event of an emergency. A replacement or written report should be supplied in the case of absence.
- 3.7.2.1** (E) An absence is a failure to attend one of the eight defined Service Days without having taken responsible action – i.e., notification, detailed written report, or capable representative present. Ad-Hoc and Convention Chairpersons need only be present for business concerning their respective duties.
- 3.7.3** (E) ORSCNA Trusted Servants will be removed from office by a majority vote of RCM's present for any of the following reasons:
- 3.7.3.1** (E) Relapse
- 3.7.3.2** (E) Excessive absence without notification
- 3.7.3.3** (E) Neglect of duties
- 3.7.3.4** (E) Disregard for Regional Conscience
- 3.7.3.5** (E) Repeated Tradition Violations
- 3.7.3.6** (E) Misuse of funds
- 3.7.3.7** (E) Falsification of financial reports
- 3.7.3.8** (E) Any act of theft or violence in committee towards committee members
- 3.7.4** (E) RD Alternate and RSC Vice-Chair may move into RD and Chairperson positions, respectively, in the case of resignation or removal upon the vote of confidence of the RSC.
- 3.8** (E) Open mid-term positions may be filled at the Regional Meeting. The elected person shall serve in that position until the next regularly scheduled election. A two-thirds majority of RCM's shall be required to fill a mid-term vacant position.

3.9 (E) Two-hatting

- 3.9.1 (E)** No member shall hold more than one ORSCNA Trusted Servant position at any one time, with the exception of Vice-Secretary, Vice-Treasurer, OCNA Advisory Committee members, subcommittee vice-chairpersons and temporary chairpersons.
- 3.9.2 (E)** No member shall serve as RCM and ORSCNA Trusted Servant position concurrently.
- 3.9.3 (E)** No member shall serve as Trusted Servant on both the Regional and World level concurrently.

Section 4: Administration of ORSCNA

4.1 (E) Funds

- 4.1.1 (E)** The fiscal year of ORSCNA extends from the first of July through the end of June.
- 4.1.2 (E)** All requests for funds from ORSCNA must be made in a detailed itemized manner and all requests for checks must be in writing with the amount, payee, and purpose clearly stated. Payments and donations to the RSC are to be clearly documented.
 - 4.1.2.1 (E)** The (ORSCNA) Treasurer must have all checks to be deposited validated by another Regional trusted servant. The treasury books will be on hand at every RSC meeting for review by the RCM's. If the Treasurer cannot be present, he/she is responsible to make sure the books are there. The Vice-Chair will validate the cancelled checks and Treasurer's report with the bank statement at every RSC meeting.
- 4.1.3 (E)** The Ohio Regional Service Committee will donate 15% of the general fund at the end of the first day's business, before disbursement of any monies, providing the general fund exceeds \$2500.00.
- 4.1.4 (E)** The last order of business before closing the RSC shall be an evaluation of the general fund ending balance. If the balance exceeds the minimum balance of \$2500.00, the RSC shall open up a dialogue on whether or not we should send on additional funds.
- 4.1.5 (E)** The RD and RDA shall be given funds for food, travel, and lodging to all Midwest Zonal Forum quarterly meetings.
 - 4.1.5.1 (E)** The per diem allowance for RD and RDA is \$40.00.
- 4.1.6 (E)** The following is a list of items for which the Treasurer can disperse funds without a procedural vote of ORSCNA. These disbursements should be accurately noted in the Treasurer's report.
 - 4.1.6.1 (E)** Postage and mailing expense of RSC minutes.
 - 4.1.6.2 (E)** Copies, paper, envelopes, etc. that are needed by administrative committee.
- 4.1.7 (E)** Items, specifically outlined in an approved budget, shall be allocated as needed subject to availability.
 - 4.1.7.1 (E)** The Public Relations subcommittee shall have an ongoing budget of \$250 per quarter.

- 4.1.8** (E) The RSC will provide up to 3 double rooms on Friday night to be shared by any Regional Trusted servants and non-funded RCM's/RCMA's that are traveling over 125 miles to the RSC Meeting. The rooms that are needed for Friday night will be coordinated at the end of the previous RSC Meeting. The RSC will also provide up to 5 double rooms on Saturday to be shared by any Regional Trusted Servants and non-funded RCM/RCMA's. The rooms that are needed for Saturday night will be coordinated at the end of business on Saturday. The RSC Chairperson will be responsible for reserving the regionally funded rooms.
- 4.1.9** (E) The net revenue generated from the Ohio Convention shall be distributed as follows 20% to the Next OCNA Subcommittee, 40% to Ohio Region Service Committee of Narcotics Anonymous, 40% to the Buckeye Region Service Committee of Narcotics Anonymous.

4.2 Minutes

- 4.2.1** (E) All motions that require Area conscience are to be exactly worded on the front page of the Regional minutes and sent to the RCM's.
- 4.2.2** (E) The quantitative results of all elections shall not be published in the regional minutes.
- 4.2.3** (E) The Regional Secretary may keep a petty cash fund of \$100.00 for postage and copying of minutes. The Secretary will present receipts to the treasurer at each RSC Meeting.
- 4.2.4** (E) The RSC minutes and policy will be posted on the NAOhio website.
- 4.2.5** (E) Minutes from the RSC shall be dispersed to all Trusted Servants within 30 days after the RSC.

4.3 Miscellaneous

- 4.3.1** (E) All Regional sponsored events shall be the responsibility of the Regional Service Committee.
- 4.3.2** (E) The Region shall reimburse the host area of the Regional meeting up to \$125 a day.
- 4.3.3** (E) All Business meetings of the Ohio Regional Service Committee shall be the financial responsibility of the Regional Service Committee. The location and facilitation of the quarterly Regional meetings shall be the responsibility of the Regional Service Committee Chairperson in cooperation with the hosting Area. In the event that there is a function following the Regional Business meetings, the function shall be the responsibility of the host Area. Distribution of any additional monies shall be decided by the host Area Service Committee.
- 4.3.4** (E) The Ohio Convention of NA is hosted by the Ohio Region every two years. Responsibility for the Convention is determined by the rotation process that follows. BLASCNA, HAMASCNA, FFASCNA, GCASCNA, NWOASCNA, MEASCNA, MVASCNA, COASCNA, DASCNA, SASCNA, KORASCNA, AREA 13, MOASCNA, FRASCNA. Each area can pass their hosting opportunity. An area needs to submit their decision to accept or pass 2 years before the event in January. If an area would need to piggyback with another area that is hosting, they would not lose their place in the rotation schedule.
- 4.3.5** (E) The Ohio Regional 12-Step Retreat will be held annually at the Tar Hollow State Park the second weekend of October until such time that it is no longer practical. As in all regionally sponsored events, the proceeds go to the Region.
- 4.3.6** (E) The Ohio Regional Spring Retreat will be held annually at the Tar Hollow State Park the second weekend of May until such time that it is no longer practical. As in all regionally sponsored events, the proceeds go to the Region.

- 4.3.7 (I)** Lines of Communication updates shall be included in OLD BUSINESS at every RSC meeting. It is the responsibility of the RCM's to bring this information to each RSC meeting. The information will include name, address, and phone number for all Area Trusted Servants and Subcommittee Chairpersons, Area Office addresses and phone numbers, Area Mailing address (PO Box if utilized) and Hope Line/ Phone Line number, if any.
- 4.3.8 (I)** It is the responsibility of the RD to send Regional Lines of Communication updates to the WSC.
- 4.3.9 (E)** The following items are to be placed in the Ohio Regional Archive:
 - 4.3.9.1 (E)** A printed copy of minutes from each RSC meeting
 - 4.3.9.2 (E)** Financial records for the previous year after the annual treasury audit (Financial records are kept for 7 years)
 - 4.3.9.3 (E)** Significant historical items or literature
 - 4.3.9.4 (E)** Audio or video recordings of regional events

4.4 Insurance

- 4.4.1 (I)** Coordination of coverage for Narcotics Anonymous functions shall be the responsibility of the Regional Vice-Chairperson.
- 4.4.2 (I)** Only activities registered with the Regional Vice-Chairperson or the Webmaster will be covered by the Regional insurance policy.
- 4.4.3 (I)** Only the executive body of ORSCNA has the authority to decide whether a claim should be submitted to the insurance company.

4.5 NAOhio Website

- 4.5.1 (E)** The Region will maintain an N.A. website.
- 4.5.2 (I)** The website address is www.naohio.org.
- 4.5.3 (E)** The current Lines of Communication will be posted on a password protected area of the website.
- 4.5.4 (E)** The Regional minutes, Regional policy, Ohio N.A. Schedule and Ohio N.A. activities will be posted on the website.
- 4.5.5 (E)** Significant changes to the content or functionality of the NA Ohio website require RSC approval.

Section 5: Trusted Servants

- 5.1** Chairperson
- 5.2** Vice Chairperson
- 5.3** Secretary
- 5.4** Vice Secretary
- 5.5** Treasurer
- 5.6** Vice Treasurer
- 5.7** Regional Delegate
- 5.8** Regional Delegate Alternate
- 5.9** Convention Chairperson
- 5.10** H&I Chairperson
- 5.11** Phonenumber Coordinator
- 5.12** Policy Coordinator
- 5.13** Public Relations Chairperson
- 5.14** Spring Retreat Chairperson
- 5.15** 12-Step Retreat Chairperson
- 5.16** Webmaster
- 5.17** Vice-Webmaster
- 5.18** OCNA Advisory Committee (3 members from ORSCNA)

Note: See Addendum 1 for qualifications, duties and responsibilities of each of the trusted servants listed above.

Section 6: Format for ORSCNA Meetings

DAY ONE

Recovery meeting starting at 9:00am to 9:45am

- 6.1** Open with the Serenity Prayer
- Reading of the 12 Traditions
- Reading of the 12 Concepts
- Reading of the Service Prayer by everyone
- Reading of the daily meditation from "Just For Today"

6.2 Roll Call of Trusted Servants

Chairperson
Vice Chairperson
Secretary
Vice Secretary
Treasurer
Vice Treasurer
Regional Delegate
Regional Delegate Alternate
Convention Chairperson
H&I Chairperson
Phoneline Coordinator
Policy Coordinator
Public Relations Chairperson
Spring Retreat Chairperson
12-Step Retreat Chairperson
Webmaster
Vice-Webmaster
OCNA Advisory Committee (3 members from ORSCNA)

6.3 Roll Call of Regional Committee Members

AREA 13
BLASCNA
COASCNA
DASCNA
FFASCNA
FRASCNA
GCASCNA
HAMASCNA
KORANA
MEASCNA
MOASCNA
MVASCNA
NWOASCNA
SASCNA

6.4 Administration Committee Reports

Chairperson
Vice Chairperson
Secretary
Treasurer
Regional Delegate
Regional Delegate Alternate

6.5 Regional Committee Member Reports (with line of communication updates attached)

AREA 13
BLASCNA
COASCNA
DASCNA
FFASCNA
FRASCNA
GCASCNA
HAMASCNA
KORANA
MEASCNA
MOASCNA
MVASCNA
NWOASCNA
SASCNA

6.6 Committee and Special Reports

Convention
H&I
Phoneline Coordinator
Policy Coordinator
Public Relations (PR)
Spring Retreat
12-Step Retreat
Webmaster
OCNA Advisory Committee

6.7 Old Business (list)

6.8 Make a count of those needing rooms for the night. Extra rooms need to be cancelled.

6.9 Announcements

6.10 Announce starting time for the next day

6.11 Close by motion the N.A. way

6.12 Lunch break at 12:30pm

6.13 Reconvene at 2:00pm for subcommittee deliberations and unfinished business with the RCM's.

DAY TWO

Recovery meeting starting at 9:00am to 9:45am

6.14 Open with the Serenity Prayer
Reading of the 12 Traditions
Reading of the 12 Concepts
Reading of the Service Prayer by everyone
Reading of the daily meditation from "Just For Today"

6.15 Roll Call of Trusted Servants

Chairperson
Vice Chairperson
Secretary
Vice Secretary
Treasurer
Vice Treasurer
Regional Delegate
Regional Delegate Alternate
Convention Chairperson
H&I Chairperson
Phoneline Coordinator
Policy Coordinator
Public Relations Chairperson
Spring Retreat Chairperson
12-Step Retreat Chairperson
Webmaster
Vice-Webmaster
OCNA Advisory Committee (3 members from ORSCNA)

6.16 Roll call of Regional Committee Members

AREA 13
BLASCNA
COASCNA
DASCNA
FFASCNA
FRASCNA
GCASCNA
HAMASCNA
KORANA
MEASCNA
MOASCNA
MVASCNA
NWOASCNA
SASCNA

6.17 Sub-committee reports

6.18 New business

6.19 Call for vote any motion ripe for disposition

6.20 Evaluation of treasury balance

6.21 Decision to make donation to Midwest Zonal Forum

6.22 Coordinate the rooms needed for the next RSC meeting on Friday night

6.23 Announcements

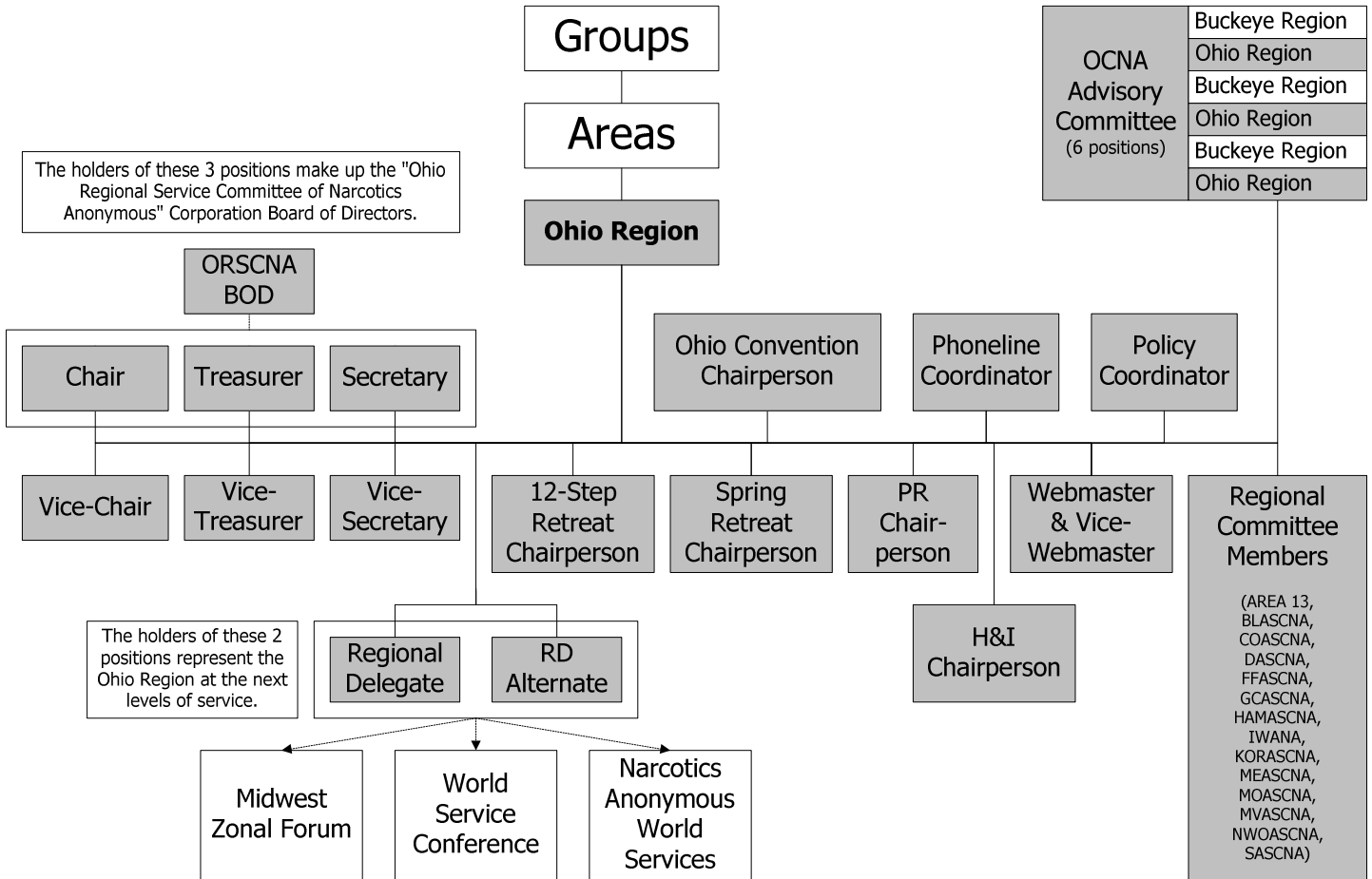
6.24 Close by motion the N.A. way

Note: ALL REPORTS MENTIONED IN FORMAT SHALL BE TYPED OR NEATLY WRITTEN AND SUBMITTED TO THE ORSCNA SECRETARY!

Addendum 1: Regional Trusted Servant's Suggested Requirements & Responsibilities

Addendum #1 to ORSCNA Policy - ORSCNA Structure Chart

Last Updated: 9/26/09 1:59 AM



= Part of the Ohio Regional Service Committee
 = NOT part of the Ohio Regional Service Committee

Section 7: RSC Chairperson Requirements & Responsibilities

- The chairperson's term of service is one year.
- Suggested clean time requirement is 4 years.
- Has a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Suggested previous trusted servant's experience (GSR, ASC Chairperson, RSC Vice-chairperson, etc.)
- The RSC Chairperson should be able to attend all RSC meetings.
- The chairperson arranges the agenda and presides over the RSC meetings and conducts business in a firm yet understanding manner and maintains business decorum at all times.
- The chairperson will be responsible for coordinating the reservations on up to 5 rooms at each RSC meeting.
- The RSC chairperson shall be a co-signer on the RSC checking account.

Section 8: RSC Vice-Chairperson Requirements & Responsibilities

- The vice-chairperson's term of service is one year.
- Suggested clean time requirement is 3 years.
- Has a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Suggested previous trusted servant's experience (GSR, ASC Chairperson, ASC Vice-chairperson, etc.)
- The RSC vice-chairperson should be able to attend all RSC meetings.
- The RSC vice-chairperson observes and learns the chairperson's duties and responsibilities and chairs RSC meetings in the chairperson's absence.
- Handles the Regional insurance policy and answers insurance-related questions.
- The RSC vice-chairperson shall be a co-signer on the RSC checking account.

Section 9: RSC Secretary Requirements & Responsibilities

- The secretary's term of service is one year.
- Suggested clean time requirement is 3 years.
- Has a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- The secretary should be able to attend all RSC meetings.
- Suggested previous trusted servant's experience as Area Secretary.
- Should have some typing skills.
- The secretary produces minutes of RSC meetings in a timely manner.
- Secretary sends to the webmaster each quarter via e-mail – the motions that went back to the areas, results of the motions that went back to areas from last quarter, and only nominations for open positions including the nomination form.
- Send minutes to NAWS via e-mail each quarter.
- Send updated lines of communication to NAWS via e-mail each quarter.
- After each RSC meeting, makes photocopies of motions going back to area and nomination forms.
- Secretary maintains the Regional file meeting minutes and audiotape archive and has these records available at all Regional meetings.
- Coordinates the registration of new areas as they join the Ohio Region if they have not already been registered with NAWS.

Section 10: RSC Vice-Secretary Requirements & Responsibilities

- Term of service is 2 years – one as Vice-Secretary and one as Secretary.
- Suggested clean time requirement is 2 years.
- Has a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Should be able to attend all RSC meetings.
- Suggested previous trusted servant experience as Area Secretary or equivalent experience.
- Should have some typing/computer skills.
- Will help the secretary produce the RSC meeting minutes and learn the responsibilities of the Secretary position.
- Will, in the absence of the Secretary, take notes and gather information for the RSC meeting minutes.
- Will, should the Secretary resign, assume the position of Secretary by a vote of confidence from the RSC.

Section 11: RSC Treasurer Requirements & Responsibilities

- The treasurer's term of service is one year.
- The treasurer should be able to attend all RSC meetings.
- Suggested clean time requirement is 4 years.
- Has a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, and prior experience within ORSCNA, and some bookkeeping or accounting experience.
- The treasurer should have a working knowledge of the all ORSCNA financial policies.
- It is the responsibility for the treasurer to report the ORSCNA finances at every RSC meeting.
- It is also the responsibility of the treasurer to provide an annual report at the end of the fiscal year.
- The treasurer must maintain the Regional checkbook, make deposits and balance the ledgers on a regular basis.
- The treasurer may keep \$40.00 petty cash for administrative purposes. Receipts shall be kept for any expenses.
- The treasurer is to distribute funds upon direction of ORSCNA.
- The treasurer is to be one of the co-signers on the Regional checking account, along with the Regional Chairperson and the Regional Delegate.
- The treasurer shall act as the Statutory Agent for the ORSCNA Corporation. They shall be responsible for updating the Statutory Agent on record in the ORSCNA incorporation documents with the State of Ohio. This shall be done each July.
- The treasurer shall renew the ORSCNA Corporation status with the State of Ohio in 2010 and every 5 years after that.
- The treasurer shall file an 1120 tax form with the IRS and an 1120-FR tax form with the State of Ohio. Both are to be done annually by the November 15th deadline.

Section 12: RSC Vice-Treasurer Requirements & Responsibilities

- Term of service is 2 years – one as Vice-Treasurer and one as Treasurer.
- Suggested clean time requirement is 3 years.
- Has a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Should be able to attend all RSC meetings.
- Suggest previous trusted servant experience as Area Treasurer or equivalent experience.
- Should have some bookkeeping or accounting skills.
- Will help the Treasurer with financial reports at the RSC meeting and become acquainted with all financial policies of ORSCNA.
- Will help the Treasurer with the annual financial report and the audit at the end of the fiscal year.
- Will learn the procedure for maintaining the Regional checkbook, making deposits, and balancing the ledgers.
- Will, in the absence of the Treasurer, retrieve the checkbook and financial report from the Treasurer and have them available at the RSC meeting as well as assume the responsibilities of the Treasurer at the RSC meeting.
- Will, should the Treasurer resign, assume the position of Treasurer by a vote of confidence from the RSC.
- The vice-treasurer shall be one of the co-signers on the Regional checking account.

Section 13: RSC Regional Delegate Requirements & Responsibilities

- The Regional Delegate's term is two years.
- It is recommended that the Regional Delegate has served a two-year term as the Regional Delegate Alternate.
- Suggested clean time requirement is 5 years.
- Has a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- The Regional Delegate should be able to attend all RSC meetings, quarterly Zonal Forum meetings, and the World Service Conference.
- The Regional Delegate carries the group conscience of the Region to the World Service Conference.
- The Regional Delegate is a year round job. An RD communicates regularly with the World Board of Trustees, works closely with the Regional officers and Subcommittees, and is a source of information and guidance in matters concerning the 12 Traditions and 12 Concepts of Narcotics Anonymous.
- The Regional Delegate shall be a co-signer on the Regional checking account.

Section 14: RSC Regional Delegate Alternate Requirements & Responsibilities

- The Regional Delegate Alternate term is two years.
- Suggested clean time requirement is 3 years.
- Has a good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- The Regional Delegate Alternate should be able to attend all RSC meetings, Zonal Forum meetings, and the World Service Conference.
- The Regional Delegate Alternate observes and learns the RD duties and responsibilities.
- The Regional Delegate Alternate fills in when the RD is unable to serve.

Section 15: RSC Convention Chairperson Requirements & Responsibilities

Requirements:

- Suggested clean time requirement is 5 years.
- Have a good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
- Be able to attend appropriate portions of RSC meetings.
- Past service on Convention Committee.

Responsibilities:

- To contact Board members for advice if needed.
- To prepare final written report by October RSC meeting and final written financial report.
- Update Region at RSC meeting and provide written report and written financial report.
- Working knowledge and ability to adhere with the N.A. Convention Guidelines.

Section 16: RSC H&I Chairperson Requirements & Responsibilities

- Term of service is 1 year.
- Suggested clean time requirement is 4 years.
- Has a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous and the H&I Handbook.
- Should be able to attend all RSC meetings.
- Suggest previous Area or Regional H&I committee experience (preferably institutions).
- Will coordinate H&I efforts among the areas of the Ohio Region, working with the area H&I Chairpersons.
- Will coordinate the efforts with the Buckeye Regional H&I Chairperson or designated representative in their work with State institutions to carry the message of Narcotics Anonymous to addicts who are incarcerated in State correctional facilities.
- Will work to assure that State schedules are distributed to institutions throughout the State of Ohio.
- Will be the liaison between the two Regions and the Ohio Department of Corrections Supervisor and staff.
- Will keep a current list of all recovery services personnel in State institutions in Ohio through communications with the Supervisor of the Department of Corrections.
- Will coordinate meetings between the Ohio and Buckeye Regions for their respective State institutional efforts.

Section 17: RSC Phonline Coordinator Requirements & Responsibilities

Requirements:

- Suggested clean time requirement is 3 years.
- Term of service is 2 years.
- Involvement history in Public Relations/Phonline committees.
- Able to attend all Regional Service Committee (RSC) meetings.
- Have a good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.

Responsibilities:

- RSC written report consisting of monthly number of calls, types of calls, and monthly cost.
- Have a password for Lines-of-Communications.
- Notify Areas in a timely manner of request of services or problems.
- Work with Areas with request in a timely manner.
- Monthly contact with answering service.
- Work with Webmaster and Areas to maintain answering service with updated meeting information.
- Be available to Area Phonline Chairpersons.
- Coordinate payment of services with RSC Treasury.
- Designated decision maker with ORSCNA with long distance service provider.
- To seek out the most cost effective carrier and investigate new options.

Section 18: RSC Policy Coordinator Requirements & Responsibilities

- Term of service is 1 year.
- Suggested clean time requirement is 3 years.
- Has a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous and parliamentary procedures.
- Should be able to attend all RSC meetings.
- Suggest previous Area or Regional policy experience.
- Will be responsible for advice on all matters of Regional policy at the RSC meeting.
- Will reference policy at the RSC meeting when required.
- Will work with the Webmaster to assure that the policy document remains updated on the website when policy is made or changed by RSC conscience.
- Will have current/updated policy available at all RSC meetings and print copies for RSC trusted servants as requested.
- Will request funds for printing of policy.

Section 19: RSC Public Relations Chairperson Requirements & Responsibilities

- Term of service is 1 year.
- Suggested clean time requirement is 4 years.
- Has a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous and parliamentary procedures.
- Should be able to attend all RSC meetings.
- Suggest previous Area or Regional public relations experience.
- Will coordinate all regional public relations efforts.
- Will coordinate PR efforts with area PR/PI Chairpersons when requested.

Section 20: RSC Spring Retreat Chairperson Requirements & Responsibilities

- Suggested clean time requirement is 3 years.
- Should have a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Previous level of experience either in Activities at Area and/or Regional level, or as Vice-chair of the Spring Retreat or the 12-Step Retreat.
- Is responsible for coordinating activities of the committee and working with Regional Service Activities Subcommittee.
- The Regional Spring Retreat Chairperson's term of service is 15 months.
- The Regional Spring Retreat Chairperson should be able to attend all RSC meetings.

Section 21: RSC 12-Step Retreat Chairperson Requirements & Responsibilities

- Suggested clean time requirement is 3 years.
- Should have a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Previous level of experience either in Activities at Area and/or Regional level, or as Vice-chair of the Spring Retreat or the 12-Step Retreat.
- Is responsible for coordinating activities of the committee and working with Regional Service Activities Subcommittee.
- The Regional 12-Step Retreat Chairperson's term of service is 15 months.
- The Regional 12-Step Retreat Chairperson should be able to attend all RSC meetings.

Section 22: RSC Webmaster Requirements & Responsibilities

Requirements:

- Suggested clean time requirement is 3 years.
- Term of service is 2 years.
- Be able to maintain and create a website.
- Must have a strong understanding of the following:
 - Web design and layout & Web authoring software, FTP protocols, Java Script, Microsoft Access and Excel
- Have a good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
- Be able to attend all Regional meetings.

Responsibilities:

- Coordinate with treasury to make payments to maintain website.
- Work with Area to maintain updated Regional, Area, and Group calendars and events.
- Work with Areas and groups to maintain updated State and Area meeting schedules.
- Work with Regional Secretary to assure prompt posting of minutes.
- Maintain that Regional Lines-of-Communications are protected by password access only.
- Work with Vice-Chair to maintain updated policy on Website.
- Provide written report at each RSC meeting including website statistics.
- Is a web contact with NAWS in order to act as a backup to the Area web contacts in maintaining the NAWS meeting database.

Section 23: RSC Vice-Webmaster Requirements & Responsibilities

Requirements:

- Suggested clean time requirement is 2 years.
- Term of service is 2 years.
- Be able to maintain and create a website.
- Must have a strong understanding of the following:
 - Web design and layout & Web authoring software, FTP protocols, Java Script, Microsoft Access and Excel
- Have a good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.

Responsibilities:

- Work with Webmaster to help complete those responsibilities.
- Obtain skills necessary to assume the Webmaster position.
- Attend RSC meetings.

Section 24: OCNA Advisory Committee Purpose, Positions & Duties

Purpose Statement:

Our purpose is to act in an advisory capacity to the current and future OCNA committees as well as to be a resource of information that has been obtained, analyzed, and stored from previous OCNA convention committees.

Positions are:

- 2 co-facilitators – 1 from each Region
- Financial Advisor
- Merchandise Advisor
- Hotel Advisor
- Secretary
- Convention Committee Member

The Advisory Committee is responsible to both regions.

Co-facilitator

- The Co-facilitator from the region hosting the Advisory Committee meeting will chair the meeting.
- Sets up the Advisory Committee meetings and sets the agenda.
- Maintains an atmosphere of recovery.
- Attends initial Convention committee meetings and subsequent meetings when requested.
- The Co-facilitator for each region submits a written report to their respective region.
- Reports in person to Regional Service Committee on request.
- Assumes the duties of the Secretary when needed.
- Coordinates efforts to avoid duplications.
- Temporarily assumes the duties of any vacated position.

Secretary

- Creates minutes, mailings correspondence, notices, etc.
- Keeps the archives for the Convention and the Advisory Committee.
- Keeps the Convention guidelines.

Financial Advisor

- Advises on internal finances of OCNA Advisory Committee and submits the budget to Regions.
- Advises on financial matters to Regional committees.
- Acts as financial archivist.
- Acts as Statutory Agent to State of Ohio for the OCNA Corporation. Each new Financial Advisor needs to update the Statutory Agent with the State of Ohio.
- Is responsible for updating the status of the OCNA Corporation with the State of Ohio every 5 years. (Last update was 2005.)
- Works with and gets information for Convention Treasurer to assure that accounting services get filed with Local, State, and Federal taxes.
- Acts as bookkeeper for Advisory Committee and liaison to lawyer.
- Must periodically review Convention committee's financial records.
- Files the transition of officers with the lawyer.
- Encourages disposition of finds in a timely manner.

Hotel Advisor

- Aids in negotiations between hotel and Convention committee.
- Provides past sales figures.
- Is available to respective Chairpersons.
- Advises requirements for hotel.
- Ensures transfer of OCNA property to the next Convention committee.

Merchandise Advisor

- Ensures competitive bidding process.
- Provides a wide array of information on available services to Convention committee.
- Have copies of pertinent archives.

Section 25: OCNA Advisory Committee Election Procedures

- Each Region (Ohio and Buckeye) shall elect 3 members to the Advisory Committee.
- The Advisory Committee will organize itself: that is, to decide which members would be facilitator, co-facilitator, financial advisor, etc.
- 3-year term with 1 re-election possible.
- Staggered terms should be used to make sure there is always an Advisory Committee member serving a 3-year term, a 2-year term, and a 1-year term and that the terms don't expire in the same year.
- (For the Buckeye Region) Nominations due at the June RSC meeting and elected at the August RSC meeting.
- (For the Ohio Region) Nominations due at the April RSC meeting and elected at the July RSC meeting.

Section 26: Sample Rules Of Order

On the following pages, you'll find a simple set of rules of order. They have been adapted from *Robert's Rules of Order, Newly Revised*, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from *Robert's Rules*; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where *Robert's Rules of Order* are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to Consider adapting these rules so that they conform to those commonly in use in their own lands.

DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

DEBATE, LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *main motions* and *parliamentary motions*.

MAIN MOTIONS

A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a *second*--the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert's Rules of Order* can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

PARLIAMENTARY MOTIONS

Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

1. Motion to AMEND.

SIMPLE majority required.

Is DEBATABLE.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "*I move to amend the motion...*" and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a *friendly amendment*.

2. Motion to call the PREVIOUS QUESTION.

TWO-THIRDS majority required.

Is NOT DEBATABLE.

For our purposes, this may be the most important parliamentary motion. Use It often. This motion is made by a member saying, "*I call for the question,*" or "*I move the previous question.*" It is another way of saying, "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked

decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

3. Motion to TABLE.

SIMPLE majority required.

Is NOT DEBATABLE.

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, “*I move we table this motion until such-and-such a date/meeting.*” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

4. Motion to REMOVE FROM THE TABLE.

SIMPLE majority required.

Is NOT DEBATABLE.

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, “I move to remove from the table the motion to such-and-such.” If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. Motion to REFER.

SIMPLE majority required.

Is DEBATABLE.

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, “*I move to refer the motion to the such-and-such subcommittee.*” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

6. Motions to RECONSIDER or RESCIND.

MAJORITY required varies.

Is DEBATABLE.

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- ❖ The motion must have been passed in either the last months or the current meeting.
- ❖ The member making the motion must have information on the issue that was not available in the original debate on the motion.
- ❖ The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

7. Request to WITHDRAW A MOTION.

UNANIMOUS CONSENT required.

Is NOT DEBATABLE.

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

8. Offering a SUBSTITUTE MOTION.

SIMPLE majority required.

Is DEBATABLE.

A *substitute motion* is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. Motion to ADJOURN.

SIMPLE majority required.

Is NOT DEBATABLE.

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "*I call for the order of the day.*" This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even require a vote--the chairperson is obligated to enforce the request unless two thirds of the body tells the chair otherwise.

Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "*Point of information.*" This means, "I have a question to ask," *not* "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, “*Point of order.*” The chairperson then says, “What is your point of order?” The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says “Your point is well taken” and restates the appropriate rule. If the chair does not agree, the chair says, “Overruled.” This decision, as all others, can be appealed.

Point of appeal

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, “*I appeal the decision of the chair.*” If the appeal is seconded, the chair then asks, “On what grounds do you appeal my decision?” The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chair.

Parliamentary inquiry

If a committee member wants to do something but doesn’t know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, “*Point of parliamentary inquiry.*” The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, “*Point of personal privilege;*” if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chair must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

VOTING PROCEDURES

There are several ways that votes can be taken. The most commonly used method is the *show of hands*. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

These are only brief notes on rules of order for business meetings. For further information, see *Robert’s Rules of Order—Newly Revised*.

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, not to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary Inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
able	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

Section 27: Treasurers Policy

RECEIPT OF FUNDS

- 1.) All donations shall be encouraged to be in the form of checks.
- 2.) A receipt shall be issued for all donations in person or by email.
- 3.) All checks received shall be stamped for deposit only using the regional stamp immediately upon receiving.
- 4.) A list of all donations shall be kept. Records shall include donor name, amount of donation, check #, and date of issue. Frequent donors (Areas, groups that give regularly, etc.) shall be listed separately. RCM's may request a list of donations at any time. A report shall be given to each regular donor annually.
- 5.) All deposits are to be made within 14 days of receiving them.

DISBURSEMENT OF FUNDS

- 1.) The region shall have a two of four signature policy with the co-signers being the treasurer, vice treasurer, chair and the R.D. The Vice-Treasurer will only be allowed to sign checks if the Treasurer is absent from the RSC meeting.
- 2.) No one may under and circumstances endorse a check that is not fully written, that is, the check must contain the payee, amount and date.
- 3.) In the event that the treasurer needs to pay a bill between meetings, and cannot contact a co-signer in person, they shall mail the fully written check along with an addressed stamped envelope to a co-signer. It is the responsibility of the co-signer to then notify the treasurer within 2 days that the check was endorsed and mailed.
- 4.) It is the responsibility of the treasurer and the co-signer to insure that any payment is a legitimate expense of the region. If there is any reason to believe that the regional body has not approved an expense, **DO NOT ISSUE OR ENDORSE THE CHECK** until the question has been resolved.
- 5.) Any voided checks shall be clearly marked void and kept on file to prevent any missing check numbers.
- 6.) The Treasurer will hand out an expense form with each check (that is NOT for reimbursement of funds) that is dispersed. The Treasurer will make sure that receipts are returned with the form and that match the value of the check that was dispersed. Also, a ledger will be used to track the expense forms to make sure they are all accounted for.

RECEIPTS AND DOCUMENTATION

- 1.) A receipt or invoice for each check must be kept. Receipt of invoice should be clearly marked with corresponding check # and date of issue. Receipts or invoices shall be kept in an organized system, so as to facilitate an audit (i.e., NOT thrown in a box).
- 2.) In the event the region is audited by an outside agency, checks made payable to individual members will be inspected closely. Therefore, particular attention should be given to documenting these expenses.
 - a.) All requests for funding should be itemized (i.e., X amount of dollars for travel, X amount of dollars for lodging, X amount of dollars for meal, etc.)
 - b.) All persons receiving funds are required to turn in receipts to treasurer. For large multi-item expenses, an expense form is also required.

- c.) All persons requesting reimbursement from the region are required to provide receipts for all expenses. **NO RECEIPT, NO REIMBURSEMENT!**
- d.) All persons requesting funds or reimbursement for attending an event (learning day, World event, etc.) are requested to turn in a flyer or other proof of the actual occurrence of an event so that an outside auditing agency shall be able to verify that this was a legitimate N.A. event.
- e.) It is the responsibility of both the treasurer and co-signer to verify that all expenses are legitimate. If there are any doubts that any expense or portion of an expense is excessive, above that approved by the region, or not related to the actual approved expense, **DO NOT** issue or endorse the check until such questions are resolved.

AUDITING/COUNTER-BALANCES

- 1.) The treasurer shall balance the books against the bank statement upon receiving each statement.
- 2.) The vice-chair shall review the account activity on line including deposits and checks each month.
- 3.) An ad-hoc auditing committee consisting of 5 members (the outgoing Treasurer, the incoming Treasurer, the incoming Chairperson, the incoming Vice-Chairperson, and the incoming Vice-Treasurer) shall be appointed annually to audit the books. The ad-hoc auditing committee shall complete the following tasks in order to determine the status of the ORSCNA Treasury. If any irregularities are found between annual audits or if a new treasurer is elected midterm, an audit committee shall be appointed at once. After an audit is completed, the new/incoming Treasurer shall change the online account password and give the new password to the appropriate trusted servants.
 - a.) Validate the check register balance since the last audit by making sure all debits and credits add up accordingly and are logged correctly.
 - b.) Reconcile all bank statements (along with all cancelled checks and deposit records) against the check register. Balance the check register against each monthly bank statement to verify the account balance.
 - c.) Verify that all receipts written from the receipt book total what monies came in and that those monies equal the amounts deposited to the checking account.
 - d.) Verify that all disbursements of funds are accounted for with valid receipts & financial forms and were appropriate expenditures.
 - e.) If applicable, verify that all expenses & income are accounted for on the general ledger.
- 4.) All check stubs, bank statements, voided checks, from the previous and current quarter must be brought to the region each quarter.
- 5.) A treasurer's report shall be given at each regional meeting to include check number, payee and amount of any check written or donation received since last report. As well as a current balance and a full report on any discrepancies with bank statement.
- 6.) The Treasurer and Vice-Treasurer formulated a checklist, which incorporates the checks and balances that ORSCNA has in place for the treasury. The checklist will be followed by the Treasurer during the RSC meeting, signed by all involved, and included in the minutes.

Section 28: Treasurers Checklist

ORSCNA TREASURER’S WORKSHEET & CHECKLIST

This form is to be used at each and every RSC quarterly meeting. It is not only for the protection of the Ohio Region, which is made up of the Area’s and Group’s it serves, but also for the protection of the Treasurer. The Treasurer, Vice-treasurer, or committee member in charge of the Treasury will follow all guidelines on this form and will sign it when the meeting is finished. The Vice-chair, Chair, or RD that is used for verification purposes will initial at the end of each checklist they are involved in and also sign the form.

For quarterly service meeting date of: _____.

- Beginning balance at start of Saturday’s session: \$ _____.
- RSC Vice-chair/Chair/or RD will compare bank statement to treasurer’s report, and ensure that all deposit amounts are correct: _____.
- RSC Vice-chair/Chair/ or RD will ensure all check payees are as reported by treasurer: _____.
- Expenses:

TOTAL: _____

- Area/Group donations:

TOTAL: _____

- Other donations:

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- 15% of balance for NAWS donation: \$ _____

- Balance end of Day 1: \$_____.

Beginning balance:	\$ _____
(-) Bank Charges:	_____
(-) Expenses:	_____
(-) NAWS donation:	_____
Total:	_____
(+) Area/group donations:	_____
(+) Other donations:	_____
TOTAL:	\$ _____

Beginning balance Day 2: \$ _____.

Additional donations:

TOTAL: _____

All checks will be stamped "For Deposit Only" and endorsed. All donors and donation amounts will be put on deposit slip. All donation amounts will be entered onto the outside of the security bag. The Vice-chair/Chair/or RD will verify that the proper amounts are entered and will then enclose them in and seal the security bag for the bank. ____

Requests for funds:

TOTAL: _____.

RSC Vice-chair/Chair/or RD will verify checks written during business. ____

Beginning balance: \$ _____
(+) Additional donations: _____
Total: _____
(-) Requests for funds: _____
TOTAL: \$ _____

Additional donation to NAWS: (-) \$ _____

Ending Balance Day 2: \$ _____

Signatures

ORSCNA Position

