

S.I.R.N.A. GUIDELINES OCTOBER, 2010

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Article I. Name

The name of this RSC (Regional Service Committee) shall be the **Southern Idaho Regional Service Committee of Narcotics Anonymous**, hereinafter called the **RSC**.

Article II. Object

Section 2.01

The object of the RSC shall be to conduct the business and activities to serve the common needs of the Narcotics Anonymous Areas within the boundaries of the Southern Idaho Region. The Area Service Committees (ASCs) shall provide the ideas and direction needed to fulfill the primary purpose of Narcotics Anonymous as stated in the Fifth Tradition, and are responsible for the support of the RSC. Support shall be seen as the people who give their time to serve and the funds to provide the services that the ASCs direct the RSC to provide. RSC is to serve as a link between the ASCs and the World Service Conference of Narcotics Anonymous, and to maintain the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of NA Service, as stated in *A Guide to Local Services in Narcotics Anonymous* and its successors. For the purpose of these guidelines, the term “Narcotics Anonymous Areas” shall be defined as stated in the *Guide to Local Services in Narcotics Anonymous*, and its successors.

Section 2.02

No part of the net earnings, property, or assets of the RSC shall go to the benefit of any private person or individual, or any member or trusted servant of the RSC. Upon a loving Separation of the Southern Idaho Regional Service Committee into two or more separate Regions, all net earnings, properties, or assets of the RSC shall be equally divided among the newly formed Regional Service Committees. However, upon liquidation or dissolution of the RSC remaining after payment or provision for all debts and obligations shall be distributed and paid over to the Word Service Office.

Section 2.03

For the purpose of carrying out its objectives and purposes, the RSC may acquire, receive and hold in its own name, by purchase, gift, grant, or bequest, any real property, and may transfer, sell, mortgage, convey, let, or otherwise use the same, subject to and in accordance with these guidelines, the Twelve Traditions of Narcotics Anonymous, and any guidelines hereinafter adopted, consistent with the purposes for which the RSC is formed.

The Southern Idaho Region of Narcotics Anonymous (Also known as SIRNA) shall be defined as the portion of Idaho from the Salmon River south, to the borders of Nevada and Utah, and between Montana and Wyoming on the east, and Oregon on the west, including the city of Ontario, Oregon.

Article III. Members

Section 3.01

General membership in the RSC shall be open to all individuals who share the objective of the RSC.

Section 3.02

Voting membership in the RSC shall only be open to a Regional Committee Member, hereinafter called RCMs, as prescribed in **Article VI, Section 6.02.**

Article IV. Trusted Servants

Section 4.01

The executive committee for the SIRNA shall be the Chair (clean time of 5 years), Vice Chair (clean time of 4 years), Treasurer (clean time of 5 years), Vice-Treasurer (clean time of 5 years) and the Recording Secretary (clean time of 3 years).

Section 4.02

The trusted servants of the RSC shall be a Chairperson, a Vice-Chairperson, a Recording Secretary, a Treasurer, a Regional Delegate (clean time of 5 years), an Alternate Regional Delegate (clean time of 5 years), a Regional Hospitals and Institutions Resource Person (clean time of 2 years), a Regional Public Information Resource Person (clean time of 2 years), a Regional Literature Resource Person (clean time of 2 years), a Regional Activities Resource Person (clean time of 2 years), a Regional

Web Page Coordinator Resource Person (clean time of 2 years), two members to be Pacific Northwest Convention Board Representatives (clean time of 2 years) and any ad-hoc sub-committee chairpersons per **Article VIII**. These Trusted Servants shall perform the duties prescribed by these guidelines, a Guide to Local Services in Narcotics Anonymous and its successors, the Twelve Concepts of NA Service and the Parliamentary authority adopted by the RSC.

Article V.Meetings

Section 5.01

The RSC shall meet on a quarterly basis starting with January on the third Saturday and Sunday of that month, unless otherwise ordered by the RSC and that the Regional Committee Member (RCM) and/or the Alternate Regional Committee Member (Alt. RCM) attend the Sunday RSC Business meeting for the specific purposes of fulfilling the object of the RSC as per

Section 5.02

The annual convention of the RSC shall be held in the first part of April of each year as close to the beginning of the month (our birthday) as possible. The annual business meeting will be the regularly scheduled October meeting. The annual meeting will be for the purpose of electing trusted servants of the RSC or conducting any other business that may arise.

Section 5.03

All business meetings shall be held in a regular rotation; Mini-Cassia Area, High Desert Area, Magic Valley Area, Treasure Valley Area, and Snake River Area. Notification is to be sent to the Recording Secretary of the location and time of the next scheduled RSC business meeting, not later than six (6) weeks before the next RSC is to occur and will be the responsibility of the RCM of the hosting area.

Section 5.04

Special meetings will be called by the Chairperson upon written requests from three (3) voting members. The Chairperson will state in the call, the purpose, place and time of the special meeting. No business other than that stated in the call shall be conducted. All special meetings will be held within ten (10) days of the Chairperson receiving the written requests.

Section 5.05

The RSC shall conduct its official business only in regularly scheduled or special business meetings.

Section 5.06

A quorum shall consist of a majority of the voting members.

Section 5.07

The RSC shall hold an annual Regional Assembly attended by the RCMs and Group Service Representatives (GSRs) from all ASCs within the Southern Idaho Region to conduct or review business in/for the World Level (Conference Agenda Report).

- A. As the Region is so large, the Regional Assembly is to be held in a central location; the Magic Valley or Mini-Cassia Areas.
- B. The Assembly is to be held in February so the RD and Alt. RD will have the information necessary to present to the World Service Conference.
- C. While RCMs and GSRs are encouraged to attend with their group/area review, SIRNA understands travel and funding can make attendance difficult. In order to obtain a consensus vote, any member in attendance will be given the right to vote.

Section 5.08

All reports presented to the RSC shall be in written form and be turned in to the Recording Secretary after presentation to the body.

Section 5.09

The annual Regional Campout, Serenity in the Wilderness (S.I.W.) is to be held in July. This event is to be hosted on a regular rotation as per the order set aside in **Article V, Section 5.03**, to start with Magic Valley Area in 2002.

Section 5.10

The annual Spring Convention, SIRCNA, is to be held on a regular rotation as set aside in **Article V, Section 5.03**, to start with Mini-Cassia in 2003.

Article VI.

Voting

Section 6.01

Voting on all RSC motions and elections will be done on a one Area one vote system.

Section 6.02

The order of succession for voting members shall be:

- a. Regional Committee Member (RCM)
- b. Alternate Regional Committee Member (Alt. RCM)
- c. Members specifically designated in writing by their ASC (designated member)

Section 6.03

Any member of the RSC may make a motion or participate in discussion. A voting member must make seconds.

Section 6.04

In the case of a tie vote on any motion or election the Chairperson shall cast one vote, as a tiebreaker. If the Chairperson is absent then the acting Chairperson shall cast the vote.

Article VII. Elections

Section 7.01

Any member of the RSC may nominate an individual for an RSC position. A voting member of the RSC must make a second.

Section 7.02

Any member nominated for RSC position is requested to provide a brief Service Resume to be included in the minutes. This resume should include past service positions, if you completed the full term or not, length of clean time you have and any experience that qualifies you for the position nominated for. Must be present for nomination and election.

Section 7.03

A majority of voting members is required to elect these service members.

Section 7.04

No member of the RSC shall hold an RCM position and a Regional Trusted Servant position simultaneously. When elected to either position the member will need to choose which position that they would like to remain in and resign from the other.

Section 7.05

A service member will be removed from their position for non-compliance with due written notification. A simple majority vote of all voting members is required for removal. Non-compliance includes, but is not limited to:

- a. Loss of abstinence;
- b. Non-fulfillment of duties of their position;
- c. Non-attendance of two consecutive regular RSC business meetings.

Section 7.06

Any person who resigns or is removed from an RSC position prior to completion of their term shall not be eligible to hold any RSC position for a period of no less than one (1) year. The only exception will be when the resignation is to fill a newly elected position.

Section 7.07

A service member, except for RD and Alt. RD shall be elected for the term of one (1) year. No member shall hold more than one RSC service position at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same position.

Section 7.08

The RD and Alt. RD shall be elected for the term of two (2) years.

Section 7.09

RSC service positions shall be elected at the Annual Regional Business Meeting held in October. The term of office shall start at the beginning of the January meeting. Any member elected to an RSC position in mid-term shall begin service at the close of the meeting at which they were elected.

Section 7.10

An election to fill a vacancy in an office as provided by **Article IV** shall occur within two (2) regular meetings after the vacancy arises. Notice of the intent to fill a vacancy shall be provided. In the case of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson until the start of the regular meeting following the election of a new Chairperson. In the case of a vacancy in the office of Regional Delegate, the Alternate-Regional Delegate shall assume the duties of the Regional Delegate until the start of the regular meeting following the election of a new Regional Delegate. Vacancies filled by special election do not constitute a regularly elected term.

Article VIII. Special-Committees

The Chairperson of the RSC shall have the authority to appoint Ad-Hoc Committees for such special purposes as may, from time to time be deemed necessary to fulfill specific purposes. The purpose, membership, and the duration of any such ad-hoc Committee shall be specifically designated at the time of appointment.

Article IX Funds

Section 9.01

All moneys accumulated from Area contributions and other Narcotics Anonymous sources shall be maintained in a bank account general fund with separate bookkeeping of individual committee funds.

Section 9.02

All expenditures made by the RSC shall be paid through the checking account. Any and all expenditures are to be spent and accounted for responsibly. Receipts and change are required for proper documentation.

Section 9.03

All checks shall be required to have two (2) signatures; that of the Treasurer, and any one of the following, unless the check is to the Treasurer, in which case the Treasurer may not sign the check;

- a. Chairperson
- b. Vice-Chairperson
- c. Recording Secretary

Section 9.04

In the event that the check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign and another authorized signature is required.

Section 9.05

No regular expenditure shall be made from the RSC general account without prior approval of the RSC. The order of disbursement of funds is as follows:

- a. Recording Secretary
 - 1. Post Office Box Rent
 - 2. Mailing and copy expenses
- b. Treasurer
 - 3. Bank expenses
 - 4. Record keeping materials
- c. H&I (Hospitals and Institutions)
- d. P.I. (Public Information)
- e. Literature
- f. Web Page Coordinator
- g. Trusted Servant travel funds
- h. Prudent Reserve
- i. Seed Money
- j. Activities

k. Regional Archives

Section 9.06

NAWS will pay for the RD to attend the World Service Conference. Region only needs to pay for the Alt. RD to attend. We as Areas want to allow funding for RD and Alt. RD to attend other forums in the off year as World only meets on a two (2) year cycle now.

Section 9.07-a

The RSC shall provide funds for trusted servants, pool members, and other RSC members to attend NA events as directed by the RSC after the order of disbursement of funds has been followed.

Section 9.07-b

An Executive Committee Travel Fund will be established and submitted annually by the RSC Chair. The Executive Committee consists of the Chair, Vice Chair, Secretary, and Treasurer. Funds will be paid out only with receipts. Travel funds for attendance at schedules and special meetings of the Southern Idaho Region will be figured as follows:

Miles traveled from home to location of RSC Meeting doubled, times the current average price per gallon for gas in Idaho based on average estimates fuel consumption of a mid-sized automobile (according to truck or car driven). Receipts will be required for payment of any and all travel funds. Example: Miles from Wendell to Twin Falls -21, Price of gas \$3.00 per gallon, Average MPG-18, Travel expenses paid - \$3.49

Section 9.08

To meet the RSC budget, the RSC Treasury shall maintain a prudent reserve equivalent to the budgeted operating expenses between and including two (2) regularly scheduled business meetings and any annual expenditures of the RSC (i.e.: PO Boxes, Web Page payments or Seed money). The remaining balance at the end of a regularly scheduled business meeting shall be distributed and paid to the World Service Office of Narcotics Anonymous (NAWS).

(Estimated from \$7,200.00 to \$7,450.00 prudent reserve after each quarter)

Section 9.09

All RSC activity seed money shall be disbursed to the hosting ASC.

Section 9.10

All RSC activity funds not obligated shall be disbursed after the prudent reserve is met, and only on approval of the RSC. The order of disbursement is as follows: a) 50% to the RSC, b) 25% to the Hosting ASC, and c) 25% to NAWS.

Section 9.11

The funds generated from the Annual Regional Spring Convention shall be kept in a Wells Fargo Bank account. The same account every year and shall be considered a rotating account. The prudent reserve shall start at \$3,000.00 and increase every year thereafter by \$500.00 until it reaches a cap of \$6,000.00. At which time it will remain \$6,000.00 until we (SIRNA) deem it needs to be raised.

Section 9.12

All funds not obligated from the Spring Convention shall be distributed to the RSC for approval of distribution.

Section 9.13

A portion of the funds from any RSC activity merchandise bearing the symbol of the registered trademark of Narcotics Anonymous shall be disbursed to the NAWS Treasurer. The amount of the funds shall be determined by the RSC.

Section 9.14

All allotted funds shall be determined by the RSC. These funds will be distributed at the end of each regularly scheduled meeting. Any of these funds that are not distributed will be returned to the general fund at the beginning of the next business meeting.

Section 9.15

All RSC Resource Persons, RSC Officers, their alternates or designees, shall submit an annual budget request in writing at the regularly scheduled business meeting prior to the annual business meeting. All budgets submitted shall include an itemization

of what the funds will be used for and the approximate date those funds will be required. (See Addendum A.) Except in the absence of an RSC Resource Person in which case a budget may be submitted when the Resource Person is duly elected. Failure to submit such request shall constitute forfeiture of annual funds for said Resource Person or officer.

Section 9.16

The RSC (Regional Service Committee's) fiscal year-end shall be in October; ending at the end of the business meeting; before the newly elected officers take office. At this time a financial review will take place.

Section 9.17

The RSC shall have an Auditing Committee consisting of the RSC Chairperson, Vice-Chairperson, and Recording Secretary. The Auditing Committee shall perform the duties prescribed by the approved edition of the NA Treasurer's Handbook, "Procedures for Financial Review."

Article X. Duties of Trusted Servants

Section 10.01

It is the duty of the Chairperson of the RSC:

- a. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- b. To announce in proper sequence the business that comes before the RSC or becomes in order in accordance with the prescribed order of business, agenda, or program, and with the existing order of the day.
- c. To recognize members or observers who are entitled to the floor.
- d. To state and put to a vote all questions that legitimately come before the RSC as motions, or that otherwise arise in the course of proceedings except questions that relate to the Chairperson, and to announce the result of each vote, or if a motion that is made is not in order, to rule it out of order.
- e. To arrange the agenda for each meeting and to have it available for mailing no less than six (6) weeks prior to the

next regularly scheduled RSC meeting.

- f. To protect the RSC from obviously frivolous or dilatory motions made by refusing to recognize them.
- g. To enforce the rules relating to debate, order and decorum within the RSC.
- h. To expedite business in every way compatible with the rights of members and observers.
- i. To decide all questions of order, subject to appeal-unless, when in doubt, the Chairperson prefers to submit such a question to the RSC for decision. To respond to inquiries of members, relating to the parliamentary procedures or factual information bearing on the business of the RSC.
- j. To authenticate by the Chairperson's signature, when necessary, all acts, orders, correspondence, and proceedings of the RSC.
- k. To declare the meeting adjourned when the RSC so votes, or when applicable at the times prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- l. To be co-signer of the RSC (Regional Service Committee's) bank account.
- m. To be ex-officio, a non voting member, of all committees except the Nominating Committee.
- n. To appoint special committees.
- o. To be a member of the Annual Auditing Committee as described in **Article IX, Section 9.17.**

Section 10.02

It is the duty of the Vice-Chairperson of the RSC :

- a. In the absence of the Chairperson, to serve as Chairperson.
- b. To coordinate the functions of the Committee Resource Persons, and the Ad-Hoc Committees.
- c. To preside over the Committee's Report Section of the Regional meeting.
- d. To be a co-signer of the RSC (Regional Service Committee's) bank account.
- e. To make a report of the years work at the annual meeting.
- f. To manage the registration of all Area Groups, within the RSC boundaries.
- g. To be ex-officio, a non voting member, of all committees except the Nominating Committee.

h. To submit a written budget for the executive fund account and/or officer travel. **Article IX, section 9.15**

i. To be a member of the Annual Auditing Committee as described in **Article IX, Section 9.17**

Section 10.03

It is the duty of the Regional Delegate of the RSC:

a. In the absence of the Chairperson and the Vice-Chairperson, to serve as Chairperson.

b. To represent the RSC at each World Service Conference.

c. To provide the Chairperson with additional agenda items, if appropriate, for the regular meeting of the RSC.

d. To make a written report to the RSC at the meeting following the World Service Conference covering the business that occurred at the WSC.

e. Submit budget report per **Article IX, section 9.15**

Section 10.04

It is the duty of the Alternate Regional Delegate of the RSC:

a. In the absence of the Regional Delegate, to serve as Regional Delegate.

b. To attend each World Service Conference.

c. Work closely with the Regional Delegate.

d. Work closely with the Vice-Chairperson to coordinate activities of committees.

e. To submit budget report per **Article IX, section 9.15**

Section 10.05

It is the duty of the Recording Secretary of the RSC:

a. In the absence of the Chairperson, Vice-Chairperson and the RD, to call the meeting to order and preside over the meeting as Chairperson until a Chairperson pro-tem can be found.

b. To keep on file all committee reports.

c. To maintain the RSC files and archives.

d. To keep the RSC official membership roll, and to call the roll where it is required, and to have on hand at each

meeting a list of all existing committees and their members.

- e. To make the minutes and record available for mailing to trusted servants and voting members within four (4) weeks of the last RSC meeting.
- f. To furnish committees with whatever documents are required for the performance of their duties.
- g. To furnish a copy of any of the RSC document to any RSC member that requests such documents.
- h. To sign all certified copies of acts of the RSC.
- i. To maintain record books in which the Guidelines, Special Rules of Order, Standing Rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record books on hand at every meeting.
- j. To bring to each RSC meeting an updated record of all major motions that have been approved at past business meetings.
- k.. To submit a budget report per **Article IX, section 9.15.**
- l. To send out to the membership a notice of each special meeting, known as the “call” of the meeting.
- m. To conduct the correspondence of the RSC, which is not a function proper to other trusted servants or committees
- 0. To mail any correspondence such as flyers, special announcements, etc. of events of interest to the Areas.

Section 10.06

It is the duty of the Treasurer of the RSC

- a. To be a custodian of the RSC (Regional Service Committee's) funds.
- b. To be a co-signer of the RSC (Regional Service Committee's) bank account.
- c. To make a report of receipts and disbursements in writing at each regular business meeting, this report will be added to the minutes.
- d. To make a full financial report at the annual meeting.
- e. To make a budget report at each business meeting.

- f. To submit a budget report per **Article IX, section 9.15**
- g. To compile the annual budget report.
- h. To be a member of the Annual Audit Committee as described in **Article IX, section 9.17**

Section 10.07

It is the duty of the Vice Treasurer of the RSC :

- a. In the absence of the Treasurer, to serve as the Treasurer.
- b. To be a co-signer on the RSC bank account.
- c. To work closely with the Treasurer in completing all duties of the Treasurer.

Section 10.08

It is the duty of the Regional H&I, PI, Literature and Web Page Coordinator Resource Persons of the RSC:

- a. To serve the common needs of the ASC sub-committees and their specialized service interests.
- b. To help coordinate and communicate with, the services of the ASC sub-committees.
- c. To assist ASC sub-committees with their needs by using their collective experience and working knowledge of the twelve steps, the Twelve Traditions, the Twelve Concepts for NA Service, A Guide to Local Service of Narcotics Anonymous, and to act as a resource at the ASC sub-committees by using their respective guidelines and Narcotics Anonymous World Service (NAWS).
- d. To be responsible for chairing a separate sub-committee meeting prior to the regularly scheduled RSC meeting at which time each ASC sub-committee chair should give a report of the activities within their Area. Such reports shall be used in writing a report of the overall activities of each committee, to be given at the regular RSC meeting.
- e. To develop an annual budget request, in writing, yearly guidelines, and objectives with the help and support of the ASC sub-committee members to be used for the furthering of the fellowships purpose as described in **Article IX, section 9.15.**

Section 10.09

It is the duty of the Regional Activities Resource Person of the RSC:

- a. To assist ASCs hosting regionally funded events (i.e. Serenity in the Wilderness, Quarterly RSC meetings,

Conventions, and any event that uses RSC (Regional Service Committee's) funds) with their experience and working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA Service, and a Guide to Local Service of Narcotics Anonymous.

- b. To arrange the time, place and agenda of a SIRNA Regional Assembly as per **Article V, Section 5.07** and to notify all ASCs no later than eight (8) weeks prior to said Assembly.
- c. To preside over a separate sub-committee meeting prior to the regularly scheduled RSC meeting, at which time, any questions concerning upcoming events or bids for events will be discussed.
- d. Provide a written report at each RSC meeting on the state of bids and events in SIRNA.
- e. Maintain the archives of previous SIRNA events to use as a reference for hosting ASCs.
- f. To help coordinate Regional and ASC events, to prepare a Regional Events Calendar and make it available to the Recording Secretary no later than six (6) weeks prior to the next regularly scheduled RSC meeting.
- g. To develop an annual budget request to be used for the furthering of the fellowship's objective as described in **Article II, Section 2.01** and **Article IX, Section 9.15**.

It is the duty of the PNWCNA Board Members to:

- a. Attend all PNWCNA Board Meetings
- b. To bring back any info necessary
- c. To keep the SIRNA committee up to date

Article XI. Amendment of Guidelines

Section 11.01

Any member may propose an amendment to the RSC Guidelines at the regular April meeting of the RSC. The amendment proposal must be seconded by a voting member of the RSC , and submitted in writing to the Chairperson, who will create an ad-hoc guidelines amendment committee for the purpose of incorporating the proposed amendment into our Guidelines.

Section 11.02

The ad-hoc guideline amendment committee will then meet over the next three (3) months and discuss the amendment, its written form, and any changes. The ad-hoc guideline amendment committee will then submit the proposed amendment to the RSC at the July RSC meeting. At that time any proposed amendments will be referred to the RCMs for approval or disapproval of the Areas that make up the Southern Idaho Region.

Section 11.03

The voting for the approval or disapproval of any proposed guideline amendments will take place at the regularly scheduled RSC business meeting in October. A simple majority of voting members present is necessary to pass any amendments.

Section 11.04

The amendment shall become effective immediately upon its adoption, unless the motion to adopt specifies a time otherwise.

Article XII. Spiritual Guidance

Section 12.01

The RSC shall not make any motions or take any actions that conflict with the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts of NA Service, the laws of the State of Idaho, and the laws of the United States of America.

Section 12.02

RSC shall comply in all its actions with the following in succession:

- a. The Twelve traditions of Narcotics Anonymous
- b. The Twelve Concepts of NA Service
- c. A Guide to Local Service in Narcotics Anonymous and its successors
- d. The current publication of these Guidelines
- e. Any special Rules of Order that the RSC may adopt
- f. The current publication of all Narcotics Anonymous Handbooks
- g. The current edition of Robert's Rules of Order, Newly Revised

- h. Past RSC motions

Article XIII. Special Rules of Order

Each meeting shall be opened with the Service Prayer as follows: “God, grant us knowledge that we may act according to your divine precepts, instill in us a sense of your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be your work, not ours - in order that no addict, anywhere, need die from the horrors of addiction.”

Article XIV. Theft Policy

The Eleventh (11th) Concept for NA Service establishes the sole absolute priority for the use of NA funds, to carry the message. The Twelve (12) Concepts give SIRNA a mandate from groups that call for total financial accountability, with this in mind; any misuse of funds by Regional Trusted Servants cannot be tolerated.

Section 14.01

Should any SIRNA participants, administrative committee member, sub-committee resource person, or RSC convention committee member be found to have misappropriated or misused SIRNA funds, the presiding officer of the SIRNA, immediately upon calling the meeting to order must fully disclose the alleged misuse of and the individual(s) involved. Any member accused of misuse of funds may exercise their Tenth (10th) Concept right to redress at this time.

a. SIRNA Action

The RSC, once informed of the alleged misuse of funds, may remove the individual(s) involved “with cause” by a simple majority vote. Should the RSC remove the member with cause, said individual(s) participation within the SIRNA is immediately terminated. Additionally, any member removed by SIRNA for misappropriation of funds may not hold an elected seat on the RSC or its sub-committees.

b. Restitution

Individual(s) removed for misappropriation of funds are expected to make full restitution of all SIRNA funds, to be completed

within a period of two (2) years. Should a member determined by the administrative committee to have misused funds fail to make full restitution, said member may be subject to civil action by the SIRNA executive committee to recover the funds,

c. Criminal Action

The Administrative Committee may refer the matter to criminal investigations at its discretion.

Addendum A

Budget Request Format

Officer or Sub-committee _____

Name of person submitting request _____ Date: _____

Reason for Funds

Amount

Approximate Date

	Requested	Needed
Travel to RSC in Treasure Valley	\$75.00	January 2003 etc.

Total Amount Requested _____

This is to be done as if for someone coming from the area of the officer or Committee Chair, and be reasonable