

**THE GUIDELINES OF  
WASHINGTON NORTHERN IDAHO REGIONAL SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS  
(Adopted July 2006)  
(Amended July 2007, October 2007, October 2008, July 2009)**

**ARTICLE I – Name**

The name will be the Washington Northern Idaho Regional Service Committee of Narcotics Anonymous hereinafter called RSC or the Committee.

**ARTICLE II – Object**

The purpose of the RSC is to be supportive to its Areas and Groups and their primary purpose by linking together the Areas and Groups within the Region, by helping Areas and Groups deal with their basic situations and needs, and by encouraging the growth of the Fellowship.

**ARTICLE III – Members**

- Section 1      General membership in the RSC will be open to all individuals who share the stated object of the Committee.
- Section 2      Voting membership in the RSC will only be open to an ASC's designee as prescribed in Article VI, Section 2.
- Section 3      RSC service positions are the RSC officers and RSC sub-committee chairpersons.

**ARTICLE IV –Officers**

The officers of the Committee will be a Chairperson, a Vice Chairperson, a Recording Secretary, a Treasurer, an Auditor, a Regional Delegate, and an Alternate Regional Delegate.

**ARTICLE V – Meetings**

- Section 1      The Committee will meet quarterly in regular session.
- Section 2      Special meetings may be called by the Chairperson, and will be called upon written request of three voting members. The purpose, place, and time of the meeting will be stated in the call. Except in cases of emergency, at least twenty-one days notice will be given.
- Section 3      a. A quorum will consist of 51% of the members on the quorum list. To remove an Area from the quorum list any Area that has not attended WNIRSC Regional meetings for three consecutive times. They would remain on the regional mailing list.  
                  b. Any Area removed from the quorum list will be reinstated upon attendance at a future RSC.
- Section 4      During RSC weekend the RD will schedule a RCM sharing meeting (usually Saturday morning at breakfast) in Ellensburg.

- Section 5 During RSC weekend the RSC Chair will schedule an Administrative meeting. This meeting is open to all members of NA with participation limited to the administrative body (usually) Friday before opening of RSC.
- Section 6 RSC will be held in Ellensburg quarterly.
- Section 7 The RSC shall conduct a bi-annual inventory during Spring Quarter.
- Section 8 The Fellowship Services Association (FSA) annual meeting will be held in conjunction with the October (Fall) RSC.

## **ARTICLE VI – Voting**

- Section 1 Voting on all RSC motions and elections will be done on a one area/one vote system.
- Section 2 The order of succession for voting members will be:
  - Regional Committee Member (RCM)
  - Member specifically designated in writing by their ASC. (Designated member)
- Section 3 Any member of the Committee may make a motion or participate in discussion. Seconds must be made by a voting member.
- Section 4 Motions may be amended or withdrawn at any time by the maker prior to voting. A motion amended in this manner must be re-seconded.
- Section 5 In case of a tie vote on any motion or election, the triumvirate of the RSC (Chairperson, RSC Vice Chairperson, and the RD) will cast one vote each to decide the issue. If one or more of these officers are absent, the Alternate RD, Recording Secretary, and the Treasurer, in that order, will replace the missing officer(s), retaining the triumvirate. All issues will be re-discussed and re-voted before voting occurs by the triumvirate.
- Section 6 A two-thirds majority vote is defined as two-thirds of the voting members in attendance when the vote is taken. The percentage of the vote will be figured using only Pro's and Con's. Abstentions have the effect of a non-vote. If 33% abstain from the vote, the issue will be reopened for discussion. Absentees have no effect on the vote.
- Section 7 A motion carries/ passes with a simple majority vote except for motions that are guideline changes or money motions which requires two-thirds vote.
- Section 8 Article VI, sections 6 & 7 can be suspended during the Spring RSC when taking the regional conscience on the WSC Conference Agenda Report. During this process we will move into a simple majority vote. Abstentions will be counted as a vote to abstain.

## **ARTICLE VII – Elections**

- Section 1 The following members are eligible for nomination to an RSC position; past or current officers of an ASC or the RSC, past or current ASC or RSC sub-committee members.
- Section 2 Any member of the Committee may nominate a qualified individual for an RSC position. Nominees must be present at the RSC meeting during which the election is held.
- Section 3 A simple majority is required to elect these service members.
- Section 4 A member cannot hold more than one regional service position at one time including RCM, RSC elected service and voting position.
- Section 5 Loss of abstinence constitutes an immediate and automatic resignation of that service position. Following written notification, a service member may be removed from their service position for non-compliance at the next RSC meeting. A two-thirds vote is required for removal. Non-compliance includes but is not limited to:

- Non-fulfillment of the duties of their position.
- Non-attendance at a regular session of the RSC without prior notification to the RSC chair.

Section 6 A six-month moratorium will be required for any service member resigning or removed from their position prior to completion of their term. The only exception will be when their resignation is to fill a newly elected position.

Section 7 The service members are elected as follows:

All service members, other than RD, Alternate RD, Auditor, and Treasurer will be elected to service for one year.

1. An Alternate Regional Delegate is elected biannually in odd numbered years. Upon election, Alternate Regional Delegate serves two years as Alternate Regional Delegate followed by two years as a Regional Delegate for a total of four years.

2. The Treasurer is elected each year at summer RSC and serves a minimum of eighteen months. The first six months will be a training period. The term as Treasurer will begin at the Winter RSC, upon re-election may serve a second term.

3. Treasurer Trainee is elected each year and serves a minimum of six months. Treasurer Trainee then serves one year as Treasurer, with option of re-election to a second term. Upon re-election as Treasurer, will serve another full year training a new Treasurer Trainee elected the following summer.

4. Auditor is elected every other year and serves a minimum of two years, upon election may serve a second term. Terms of service will begin at the close of the meeting at which they were elected.

Section 8 No service member will be eligible to serve more than two consecutive terms in the same position. With the exception of C&E Chair and C&E Treasurer who may have up to 3 consecutive one year terms.

Section 9 RSC service positions will be elected quarterly by the RSC as follows:

**Winter:**

- Hospitals and Institutions Chairperson
- Activities Chairperson
- Treasurer (automatic appointment of Treasurer Trainee)

**Spring:**

- Public Information Chairperson
- Literature Chairperson

**Summer:**

- Alternate Regional Delegate odd years
- Recording Secretary
- Treasurer Trainee or re-election of Treasurer

**Autumn:**

- Chairperson
- Vice Chairperson
- Conventions & Events Committee Chair
- Conventions & Events Committee Treasurer
- Auditor even years

Section 10 In cases of removal or resignation of a service member, an interim service member will be elected to serve the un-expired term, in accordance with the following: The RSC will elect an interim service member during the next RSC meeting. In cases of mid quarter removal or resignation, the RSC chairperson will appoint an interim position until the next regular RSC meeting.

### **ARTICLE VIII – Subcommittees**

Section 1 The RSC may establish subcommittees from time to time to carry on the work of the Committee. These subcommittees will perform the duties as stated in Article IX, Section 2 (Spiritual Guidance).

Section 2 The voting members will form standing subcommittees upon approval. The standing subcommittees will include, but are not limited to: Hospitals & Institutions, Public Information, Literature, Conventions & Events and Activities.

Section 3 Special subcommittees may be appointed by the Chairperson or they may be formed by motion upon approval by the voting members.

Section 4 Special subcommittee Chairpersons will be appointed by the RSC Chairperson unless otherwise specified in the motion to commit.

Section 5 All WNIRSC subcommittees record minutes of their subcommittee meetings and distribute copies to all: WNIRSC Chair, Vice Chair, RD, Alternate RD, Area subcommittee chairs or RCM if no subcommittee exists at Area level no later than 14 days following said subcommittee.

Section 6 Any subcommittee planning a regional event other than subcommittee meetings specifically address the issue of adherence to our 12 Traditions, and the delivery of a clear and concise NA message of recovery from the disease of addiction.

Section 7 Schedule of all regional events, except WNIRSC or subcommittee meetings be reviewed by the RSC Chair, Vice Chair, RD, and Alternate RD for adherence to our Traditions, and that any apparent contradictions of our Traditions to be corrected before such an event can occur.

Section 8 All WNIR subcommittees, except Conventions & Events, will meet at the same date and location once a quarter.

Section 9 All proposed amendments to subcommittee guidelines be approved in respect to each subcommittees, then be brought to WNIRSC body. Amendments will go into effect after WNIRSC approval.

### **ARTICLE IX – Spiritual Guidance**

Section 1 The Committee will not make any motion or take any action that conflict with the Twelve Traditions of Narcotics Anonymous.

Section 2 The Committee will comply in all its actions with the following documents in succession:

- The Twelve Traditions & Concepts of Narcotics Anonymous.
- Current Regional Guidelines.
- A Guide to Local Services in Narcotics Anonymous.
- Current publications of all conference approved service related materials including Narcotics Anonymous handbooks: H&I, PR, Phonenumber, Treasurers, and Convention Guidelines.

- Past WNIR motions.
  - Robert’s Rules of Order.
- Section 3 All motions sent back to areas for consideration will state:
- Who will carry out the motion?
  - What the task is.
  - Why are we doing this particular task?
  - How the task will be carried out.
  - Financial impact.

**ARTICLE X – Funds**

- Section 1 All moneys accumulated from Area contributions and other Narcotics Anonymous sources, except Convention & Events will be maintained in an interstate bank account general fund with separate bookkeeping of individual subcommittee and special funds, subject to disbursement by the Regional Treasurer for paying obligations. All Convention and Events funds will be managed according to the Convention and Event committee guidelines approved by the RSC.
- Section 2 All expenditures made by the Committee will be paid by check.
- Section 3 All checks shall be required to have two of the following signatures:
- Treasurer
  - Chairperson
  - Vice Chairperson
  - Recording Secretary
- Section 4 In the event a check is made payable to one of the authorized signers of the bank account, the payee will not be authorized to sign the said check.
- Section 5 Expenditures from the treasury will only be made in one of the following manners:
- Upon proof of payment from vendor.
  - Submission of itemized expense voucher from vendor with receipts forthcoming within 21 days. Future payments to that service member will be contingent upon proof of payment.
  - To NAWS
- If no receipt is available approval must be made by RSC voting members.
- Section 6 The Committee will make available funds to assist the Regional Delegate and the Alternate Regional Delegate with designated expenses incurred. This travel fund has a prudent reserve of \$2,000.00.
- Section 7 The Treasury will maintain a prudent reserve equivalent to one quarter’s operating expenses plus an additional \$100.00 to cover miscellaneous unexpected expenses.
- Section 8 All RSC budgets including the FSA budget will be submitted to the Treasurer, and will be approved by the WNIRSC, on an annual basis at the October (Fall) RSC.
- Section 9 All motions requiring monetary expenditures require a two-thirds majority vote.
- Section 10 An audit will be conducted by the Treasurer and the Treasurer Trainee in the third quarter of the year, of the first two quarters RSC Checking Account activities. A copy of the bank statement will be provided to the Regional Auditor. Regional Auditor and Treasurer will reconcile the bank statement at each RSC meeting (RSC weekend). A full audit will be

conducted annually in January of each year for all accounts. This audit will be done by the Auditor and at least one other member of the administrative Committee along with one RCM.

Section 11 Quarterly, RSC will donate 10% of regional income from the previous quarter, and any Funds not obligated, to NAWS.

Section 12 **1. BUDGET REQUEST GUIDELINES:**

All RSC officers, and subcommittee chairs submit an annual budget request to the WNIRSC providing the following projected line-item information: amount of meeting rent and number of meetings per quarter; copying expenses, postage expenses, supplies, NA literature, phone expenses, travel expenses, if appropriate, and any other itemized expenses. This budget will also contain the name of the office or subcommittee, name of the person submitting the budget, and the quarter and year of the budget request.

**2. EXPENSE REIMBURSEMENT GUIDELINES:**

All RSC officers, and subcommittee chairs requesting expense reimbursement must submit an expense reimbursement form, attaching legible receipts and applicable phone log to the WNIRSC Treasurer, in person or by mail. This may be done as expenses occur. A reimbursement request will include the following line item expenses incurred: number of meetings held, cost per meeting and total rent paid, copying expenses with description of materials copied, postage expenses with description of materials mailed, itemized supplies, itemized phone log to include date, time, and purpose of call, name and service position of submitting party; itemized travel expenses if appropriate (including reason for trip, time, date, and mileage log), and any other approved itemized expenses. This expenses reimbursement form will contain the office or subcommittee, year for which the reimbursement is being requested. Line item deviations from the budget request with the exception of 'other', so long as the total reimbursement does not exceed the previous quarter's request, are acceptable. Any receipt needs to be proof of payment from a person or facility other than the one requesting the reimbursement.

**3. WNIRSC BUDGET PRIORITIZATION & NON-DEFICIT SPENDING GUIDELINES:**

RSC will not approve budgets in excess of its annual projected income. Annual projected income will be calculated based on the average of quarterly donations received during the previous four quarters, excluding the prudent reserve and income generated by Regional conventions and Regional fund-raisers.

Expenditures will be prioritized in the following order:

- Payment or installment towards outstanding debts outside the Fellowship.
- Secretarial expenses.
- Approved RSC budget overruns from the previous quarter.
- All other approved budgets of RSC officers and subcommittees.

Section 13 Lodging reimbursements paid by Region will be reimbursed at the level of two (2) people staying in the same room at the lowest room rate available for two people. Two beds at the same location at the same time. For clarification: 50% of the room rate and tax per person.

Section 14 Approved Travel (for example, RD Alt Travel to the World Service Conference or to an RSC or sub-committee chair travel to Western Service Learning Days) that is not travel to an RSC or sub-committee meeting, be reimbursed according to the most current travel reimbursement policy, excluding mileage reimbursement, in "A Guide to World Services in Narcotics Anonymous".

Section 15 Establish and maintain a travel fund of \$250 available for Areas that can not afford to send representatives to either RSC or All-Subs Day. The fund to be accessed by written request from Areas disbursed by Treasurer and re-filled quarterly when needed.

### **ARTICLE XI –Amendments of Guidelines**

Section 1 Any voting member may propose an amendment to these guidelines at a regular meeting of the RSC. The proposal must be seconded and submitted in writing as a motion. A two-thirds majority of the voting members present is necessary to amend. RCM may move to refer the motion to areas.

Section 2 The amendment will go into effect immediately upon its adoption, unless the motion to adopt specifies a time otherwise.

### **ARTICLE XII –Special Rules**

Section 1 Any Area in the Region is allowed to produce Regional T-shirts pre-approved by the RSC. All logos are to have registered ‘R’ stamp to be in accordance with the Fellowship Intellectual Property Trust.

Section 2 Non-NA Speakers:  
All activities and functions sponsored by the Region are part of NA. All will follow the Twelve Traditions of Narcotics Anonymous. All speakers at Regional events shall be NA members except service-oriented events where the purpose is to foster cooperation and communication between NA and the professional community. We do not provide special treatment for anyone outside NA, including space on flyers, registration forms, or meeting space.

Section 3 At every Clean and Free and WNIRCNA, the convention program committee will schedule at least two workshops, one immediately before lunch on Saturday morning and one immediately after lunch on Saturday afternoon, for the Regional Delegate to facilitate an NA World Service issue discussion topic using a small group discussion format. Each workshop and topic will be listed on the program and scheduled simultaneously as other regular speaker workshops and the committee must contact the Regional Delegate in sufficient time to include the current NAWS topics and facilitator name on the convention program schedule. Upon request of the program committee, or if the Regional Delegate or Alternate cannot attend the convention, the RSC or the administrative committee of the RSC can approve changes regarding topics selection, workshop times, or who will facilitate the workshop.

### **ARTICLE XIII – Duties and Qualifications**

Section 1 **Regional Chair**  
Qualifications: Completion of previous Regional experience; required clean time of four (4) years.  
Duties:

- Attend entire RSC quarterly
- Secure meeting place for quarterly RSC meetings.
- Prepare agenda for quarterly RSC meetings.
- Facilitate quarterly RSC meetings.

- Schedule administrative committee meeting on RSC weekend.
- At the October RSC, appoint a member of RSC Admin to serve as PNW Liaison for One year.
- First choice to represent Administrative at annual RSC audit.
- Willing to serve as Chairperson of FSA.

Section 2

**Regional Vice Chair**

Qualifications: Completion of previous Regional experience; required clean time of three (3) years.

Duties:

- Attend entire RSC meeting quarterly.
- Secure meeting place for quarterly all subcommittee days.
- Review guidelines and major motions annually in spring quarter to be revised by summer quarter.
- Attend and oversee quarterly all subcommittee days.
- Attend administrative committee meeting on RSC weekend.
- Can represent Administrative committee at the annual RSC audit.
- Willing to serve as Vice-Chair of FSA.
- Take over for the chairperson in absence.

Section 3

**Regional Secretary**

Qualifications: Completion of previous Regional experience; required clean time of two (2) years.

Duties:

- Attend entire RSC meeting quarterly;
- Take clear, accurate minutes of the quarterly RSC meetings;
- Review guidelines and major motions annually in spring quarter to be revised by summer quarter;
- Compile a list of Major Motions in January for the Winter RSC to be available for all RCM's and RSC trusted servants;
- Provide new RCM's a packet to include: Regional Guidelines, last years major motions, last quarters Regional minutes, and Regional mailing/phone list; Receipts for moneys advanced will be forwarded to the Treasurer within twenty-one (21) days;
- Have copies of Regional minutes available for mailing to interested members at a cost of \$5.00 to the requester. (Submit payments from these minutes to the Treasurer);
- Send a set of Regional minutes to each committee member within 30 days, if no address for RCM send to Area Chair;
- Can represent Administrative Committee at annual RSC audit;
- Willingness to serve as Secretary of FSA.

Section 4

**Regional Delegate**

Qualifications: Completion of previous Regional experience; required clean time of 5 years.

Duties:

- Attend entire RSC meeting quarterly.
- Schedule and attend an hour ‘RCM’ sharing meeting RSC weekend (not to conflict with RSC business meeting time) and notify Chair of time and place to be included in the agenda.
- Facilitate two small group issue discussion topic workshops annually at Clean and Free.
- Facilitate two small group issue discussion topic workshops annually at WNIRCNA.
- Facilitate a post World Services Conference workshop at the WNIRCNA immediately following the WSC.
- Facilitate a Conference Agenda Report “CAR” Q&A workshop and acquire and distribute conference agenda reports for each RCM at the first RSC (normally Winter RSC) after the bi-annual Conference Agenda Report is published.
- Attend World Service Conference (WSC).
- Submit budget request up to \$75.00 for Conference Agenda workshops in proper quarter.
- Can represent Administrative committee at annual RSC audit.

Section 5

**Alternate Regional Delegate**

Qualifications: Completion of previous Regional experience; required clean time of four (4) years.

Duties:

- Attend entire RSC meeting quarterly.
- Attend the ‘RCM’ sharing meeting RSC weekend.
- Attend administrative committee meeting on RSC weekend
- Attend World Service Conference (WSC).
- Attend and assist the Regional Delegate with facilitating annual Clean and Free work-Shops, WNIRCNA workshops, post World Service Conference WNIRCNA work-Shop and the CAR Q&A workshop.
- Can represent Administrative at annual RSC audit

Section 6

**Regional H&I Chair**

Qualifications: required three (3) years clean time; Two (2) years experience on Area and/or Regional H&I committee level.

Duties:

- Attend entire RSC business meetings and provide a written report of work accomplished since last RSC meeting.
- Attends and mediates all meetings of the H&I with general understanding of the function and purpose of Regional H&I and parliamentary procedures.
- Attends the Western Service Learning Days.
- Cooperates with other RSC Subcommittees when and where appropriate.

- Attend Area H&I workshops and committee meetings where possible
- Prepare a report for each quarterly meeting of H&I.
- Coordinates and is responsible for all work done by H&I.
- Compiles and maintains files of all pertinent information and input from NAWS, and Regional and Area H&I committees.
- Maintains the H&I literature stockpile.
- Assist and supports in preparation and presentation of the annual H&I/PI learning days.
- **Maintain subcommittee archives;**

Section 7

**Regional PI and Phonline Chair**

Qualifications: Past participation in Regional PI and Phonline committee; required clean time of three (3) years.

Duties:

- Attend entire RSC business meetings and provide a written report of work accomplished since last RSC meeting.
- Attends the Western Service Learning Days.
- Presides over subcommittee meetings and provides written report of accomplishments.
- Keep receipts for all subcommittee expenditures and submit same to RSC Treasurer with budget requests for the succeeding quarter.
- Distribute updated “WNIR Contingency Plan” to regional officers and RCM's at each RSC and to area PI and Phonline Chairs at each subcommittee meeting.
- Maintains communication with other subcommittee officers, WSO, WSC, and the areas, and take prudent action on requests from the same.
- Maintain subcommittee archives;
- Assist and supports in preparation and presentation of the annual H&I/PI learning days.

Section 8

**Regional Activities Chair**

Qualifications: Past Activities experience; past participation in Regional Activities committee.

Required clean time of two (2) years.

Duties:

- Attend entire RSC business meetings and provide a written report of work accomplished since last RSC meeting.
- Coordinate, at least 30 days in advance, dates and times of Regional: activities, workshops, conferences, and retreats with Regional Vice Chair to prevent time conflicts with other Regional events.
- Attend administrative committee meeting on RSC weekend.
- Maintain subcommittee archives;

Section 9

**Regional Treasurer**

Qualifications: Completion of previous Regional service; required clean time of five (5) years.

Duties:

- Attend entire quarterly RSC meeting.
- Attend administrative committee meeting on RSC weekend;
- Bring Regional bank statements to all RSC meetings;

- Prepare a full report to be included in the minutes and provide updated verbal financial information throughout the RSC weekend.
- Conduct an audit with the treasurer trainee in the third quarter of each year of the first two quarters.
- Term is completed upon attendance at annual audit.
- Willing to serve as FSA Board of Directors Member.
- A complete annual report of all income and expenses is reported at each January RSC.

Section 10

**Regional Treasurer Trainee**

Qualifications: Completion of previous Regional experience; required clean time of four and one half (4-1/2) years.

Duties:

- Attend entire RSC meeting quarterly and assist treasurer.
- Attend administrative committee meeting on RSC weekend.
- Conduct an audit with the treasurer in the third quarter of each year of the first two quarters.
- Willing to serve as FSA Board of Directors Member.

Section 11

**Literature Chair**

Qualifications: Prior experience at Area and Regional literature committee level; required clean time of three (3) years.

Duties:

- Attend entire RSC business meetings and provide a written report of work accomplished since last RSC meeting.
- Attend and facilitate quarterly sub-committee meeting.
- Prepare a report for each quarterly meeting of RSC and RLC
- Maintains communication between Area Literature Committees, RSC, and NAWS.
- Maintain subcommittee archives

Section 12

**Conventions & Events Chair**

Qualifications: Prior experience as a Conventions & Events sub-committee member. Clean time of five (5) years.

Duties:

- Attend entire RSC business meetings and provide a written report of work accomplished since last RSC meeting.
- Attend and facilitate sub-committee meetings.
- Prepare a written report for each quarterly meeting of RSC and the annual meeting of the FSA.

- Attend and participate in all convention and event audits.
- Prepare a schedule of sub-committee meetings for the upcoming year.
- At the October RSC, appoint a member of the C&E Committee to serve as PNW Liaison for one year.
- Other duties as specified in Convention and Event committee guidelines
- Willing to serve as FSA Board of Directors Member.

Section 13

**Conventions & Events Treasurer**

Qualifications: Prior experience as a Conventions & Events sub-committee member. Prior ASC, RSC, sub-committee Treasurer or other relevant accounting and/or bookkeeping experience. Clean time of five (5) years.

Duties:

- Attend entire RSC meeting quarterly
- Prepare a treasurers report for each quarterly meeting of RSC and the annual meeting of the FSA.
- Maintain communication with RSC Auditor and regarding corporate reporting and auditing practices and requirements. Provide written reports as requested.
- Prepare for all convention and event audits.
- Willing to serve as FSA Board of Directors Member.
- A complete annual report of all income and expenses is reported at each January RSC.

Section 14

**Regional Auditor**

Qualifications: Prior ASC, RSC, sub-committee Treasurer or other relevant accounting and/or bookkeeping experience. Clean time of five (5) years.

Duties:

- Attend RSC entire business meetings and provide a written report of work accomplished since last RSC meeting.
- Coordinate and attend annual RSC and all Convention & Event Committee audits.
- Receive all bank statements, unopened, from the PO Box, or receive directly from the RSC account. Review statements and checks, & forward copies of the statements on to appropriate event treasurers and RSC treasurer. Maintain original bank statements with checks until final audits of events are completed. Original bank statements (with checks) will be used at all audits. After taxes are filed the auditor is responsible for archiving all financial records for the fellowship and then turning them over to the C&E Committee Office Manager for storage.
- Bring all current (previous three months) bank statements for all RSC and Convention & Event bank accounts to each RSC meeting for review by any committee member who requests to review them.

- It is the duty of the Auditor to train and oversee all treasurers associated with the WNIR, including any and all event treasurers. The Auditor will not serve as a signer for any WNIR managed accounts. The possible exception to this circumstance would be if the Auditor were asked to step into an open treasurer's position on an emergent basis. If this were to occur, the Vice Chair or Chair would assume all responsibility for bank statement review and processing described next.
- Be willing to serve as FSA Secretary/Treasurer.
- Prepare an auditor's report for each quarterly RSC meeting and the annual meeting of the FSA.
- Provide all necessary financial documents (including RSC income and expenses, Convention & Events Committee income and expenses) to the person preparing the annual FSA Tax Return; Insure compliance with all Federal and State corporate tax laws.
- Provide written reports as requested by RSC Admin or RSC Sub Committee Chairpersons.
- Prepare Annual FSA Budget for approval at Fall RSC.
- Prepare and File the Annual Report with the Secretary of State in Olympia.
- Work with Chair to send notice of the Annual Meeting to all members of the FSA and of the RSC including, Area Chairs, RCMS and RSC Officers. Insure an affidavit of mailing of the notice at the annual meeting is provided.
- Keep the minutes of the corporate annual meeting.
- In August, contact the corporation's registered agent early in the month, and renew the agency contract. Send payment by the first day of March. Send the agent an updated List of officers and directors with the confirmation of contract renewal letter and a copy of the Annual Report to the State.
- Prepare Resolutions for all major motions passed by the Board of Directors and for all changes of Bylaws and for all changes of the Articles of Incorporation.
- Keep the Corporate Seal in a secure location.
- Prepare and mail miscellaneous correspondence as directed.

Holder of second Key to FSA PO Box (P.O. Box 55064), which is located at the following post office: 17233 NE 15th Ave Seattle WA 98155. Directions: Take I-5 175th Street exit, Turn East, Go to 15th Ave NE and turn right. Post office is on your right.

#### **ARTICLE XIV – Conventions & Events Committee**

Section 1      The RSC designates the Convention and Events Committee to organize Clean and Free by the Sea, WNIRCNA, and PNW (when assigned to our region) on behalf of the members of the WNIR.

In addition, the RSC designates the Conventions and Events Committee to assist in the management of all WNIR sponsored events where contracts and negotiations are required.

Section 2      WNIRCNA will rotate according to the following schedule and will be held in May annually whenever possible.

Southwest section of Washington.

Southeast section of Washington / Southern N. Idaho.

- Northwest section of Washington.  
Northeast section of Washington / N. Idaho.  
Section 3 PNW convention will use PNW Convention Guidelines approved by RSC.

#### **ARTICLE XV – Travel**

- Section 1 Cost of travel to and from the WSC for the Alternate Regional Delegate will be paid by the lowest airfare available, or the cost of travel by any other means not to exceed the cost of the lowest airfare available.  
Section 2 Cost of lodging for duration of WSC, including one night before and the night WSC ends, equivalent to the Alternate Regional Delegate staying in the same room at the lowest room rate available for two people, two beds, at the same location as the WSC.  
Section 3 Cost of meals for Alternate Regional Delegate not to exceed \$50.00 per day per person for the duration of the WSC.

#### **ARTICLE XVI – Fellowship Services Association (FSA)**

- Section 1 The Region has established the Fellowship Services Association to administer the legal and financial responsibilities of the RSC.  
Section 2 The FSA Board of Directors will normally elect the following RSC Admin members to service as the FSA Officers: RSC Chairperson elected to FSA Chairperson, RSC Vice-Chairperson to FSA Vice-Chairperson, RSC Auditor to FSA Treasurer and FSA Secretary. The FSA Board of Directors will normally elect the Conventions & Events Chairperson, Convention & Events Treasurer and RSC Treasurer to serve as FSA Board of Directors. If RSC Admin positions are vacant, or if an RSC Admin. Officer is unable or in the opinion of the Board of Directors unqualified to serve as an FSA Officer, the Board of Directors will nominate and elect the person best qualified and willing to serve.  
Section 3 Additional Board of Directors will consist of one member from each Area in the WNIR. Although each Area can select any qualified member, it is suggested that the Area's board member be an Area RCM. Although each Area is encouraged to select a Board Member, they are not required to do so. The RCM's for each Area will provide the name of the member selected to serve on the Board of Directors at the annual meeting of the FSA. The member selected must be present at the annual meeting to be elected to the Board.  
Section 4 The FSA Board of Directors will meet annually following RSC elections at the October (Fall) RSC unless a special meeting is called.