

WESTERN NEW YORK REGIONAL
SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS

REGIONAL SERVICE COMMITTEE BYLAWS

Revised April 1999

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ARTICLE I GENERAL

- A. Corporate Name and Status This body is the Western New York Regional Service Committee of Narcotics Anonymous, Inc., herein after referred to as the "WNYRSCNA," "the RSC," the "Corporation" or the "society." The Corporation is a not-for-profit corporation formed under the Not-for-Profit Corporation Law of the State of New York.
- B. Relation to Narcotics Anonymous As more fully provided hereinafter, WNYRSCNA is a society made up of volunteer members of Narcotics Anonymous, and is directly responsible to the Area Service Committees of the region ("ASCs").
- C. Relation to Area Service Committees At the inception of WNYRSCNA, the geographic boundaries included the following counties of Western New York: Niagara, Orleans, Erie, Genesee, Wyoming, Allegheny, Cattaraugus, and Chautauqua. The RSC, may admit other Area Service Committees as becomes necessary or relevant, and after careful consideration of the potential effect on other regions, at any regular scheduled or special meeting of the RSC. As more fully provided in these By-Laws, each ASC shall be represented by a Regional Committee Member ("RCM") and an Alternate.
- D. Governance Generally As more fully provided in these By-Laws, the Corporation shall be governed by the Area Service Committees (through their Regional Committee Members and alternates), the Executive Committee, and the Regional Trusted Servants. For purposes of the New York Not-for-Profit Corporation Law, (a) the Area Service Committees (sometimes referred to in these By-Laws as the "Voting Members") shall be deemed the voting members of the Corporation and shall be those persons who have the right to vote on matters required by such statute to be voted upon by "members," (b) the Executive Committee, which consists of the Chairperson, Vice-Chairperson, Treasurer, Secretary, Regional Delegate and Regional Delegate Alternate, shall be deemed the board of directors and the officers of the Corporation, and (c) the Regional Trusted Servants shall be deemed members of the committees of the Corporation to which they are appointed or, in the case of resource persons, agents of the Corporation with the limited powers and authority granted under these By-Laws. To that end, (a) all votes by the ASCs, including without limitation votes on matters of Group Conscience, shall be deemed votes in their capacity as Voting Members, (b) all actions by the Executive Committee, including without limitation votes on matters of regional business, shall be deemed actions in its capacity as the board of directors, (c) all actions by individual members of the Executive Committee in furtherance of their individual duties under these By-Laws shall be deemed actions in their capacities as officers, and (d) all actions by other Regional Trusted Servants, including without limitation votes on matters of regional business, shall be deemed actions in their capacities as committee members or resource persons. In these By-Laws, "meetings of the Corporation" shall be deemed to be (a) meetings of the ASCs (in their capacities as Voting Members), (b) meetings of the Executive Committee (in its capacity as the board of directors), (c) meetings of the committee chairpersons and resource persons, or (d) meetings of one or more of those bodies simultaneously, as the case may be. General references to "members" or the "membership" in these By-Laws shall, unless the context clearly requires otherwise, refer collectively to the ASCs, RCMs, and Regional Trusted Servants.

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- E. Purposes Consistent with, but not in expansion of, the Certificate of Incorporation of the Corporation, the purpose of WNYRSCNA is threefold:
- 1) To provide communication between Narcotics Anonymous World Services Incorporated, the member Area Service Committees and their subcommittees.
 - 2) To provide services and assistance to the member Area Service Committees as needed, requested, or directed.
 - 3) To provide those services, assistance, and communication, and the activities associated with providing them, in accordance with the 12 Traditions of Narcotics Anonymous, the 12 Concepts of Narcotics Anonymous service, and the Local Guide to Service.
- F. Qualifications No person is eligible to be an RCM, Alternate, member of the Executive Committee, Regional Trusted Servant or officer unless such person is a member of Narcotics Anonymous and clean. In addition, each member of the Executive Committee must be at least the age of 18 years, pursuant to the requirements of the New York Not-for-Profit Corporation Law.
- G. Observers Members of Narcotics Anonymous who are not RCM's, Alternates, or Regional Trusted Servants may be permitted to attend meetings of the Corporation. Such persons shall be referred to as Observers. Observers shall have the specific right to request the floor for purpose of debate. This request shall be made only through the Chairperson of this society. Nothing in these By-Laws shall entitle any Observer to make any motion or second, to vote or to exercise any management or other right or responsibility. No Observer shall have any power to bind, or otherwise act as agent for, the Corporation. Observers shall not be deemed members, directors, or officers of the Corporation for any purpose, including without limitation, the Not-for-Profit Corporation Law. Observers shall have no liability for any act of the Corporation.

ARTICLE II AREA SERVICE COMMITTEES; REGIONAL COMMITTEE MEMBERS

- A. ASCs, RCMs and Alternates Each ASC shall from time to time designate (a) one of its members to serve as its Regional Committee Member, who shall act as the ASC's representative to the Corporation, and (b) another of its members to serve as an Alternate to such representative. The Alternate shall act on behalf of the RCM in the absence of the RCM. As provided in Article I of these By-Laws, the ASCs shall constitute the Voting Members of the Corporation.
- B. Voting Each ASC shall be entitled to one vote on matters to be voted upon by Voting Members, including without limitation matters of Group Conscience. Each vote by an ASC is cast by an RCM or, in the absence or disability of an RCM, by the RCM's Alternate. Each RCM shall be entitled to one vote on all matters before the Regional Trusted Servants.
- C. Loss of Voting Rights The absence of an RCM and his or her Alternate from any two consecutive regularly scheduled meetings of the Corporation shall result in the immediate and automatic loss of the ASC's and RCM's membership for all purposes, including without limitation, voting and being counted for quorum calculation purposes, except that notices of subsequent meetings shall continue to be sent. Such loss of membership shall be reversed automatically upon the resumption of attendance at a subsequent meeting of the Corporation.
- D. Evidence of Membership ASC membership in the corporation shall be evidenced by the inclusion of each ASC's name, and the names of its RCM and Alternate, in a list to be maintained under the direction of the Secretary.

ARTICLE III EXECUTIVE COMMITTEE; REGIONAL TRUSTED SERVANTS

- A. Management of Corporate Affairs As more fully provided in Article I of these By-Laws, for purposes of the New York Not-for-Profit Corporation Law, (1) the Executive Committee shall be deemed the board of directors of the Corporation, (2) the Chairperson, Vice-Chairperson, Treasurer, Secretary, Regional Delegate, and Regional Delegate Alternate shall be deemed the officers of the Corporation, and (3) the other Regional Trusted Servants shall have the power and authority granted by these By-Laws.
- B. Executive Committee The number of the Executive Committee shall be six and shall consist of the Chairperson, Vice-Chairperson, Treasurer, Secretary, Regional Delegate, and Regional Delegate Alternate. The Executive Committee may increase or decrease their number by a vote of a majority of the entire Executive Committee (that is, by vote of a majority of the Executive Committee calculated as if there were no vacancies), but the number of persons constituting the entire Executive Committee shall at no time be less than three. No decrease in the number of Executive Committee members shall shorten the term of any incumbent Executive Committee member. Each of the Chairperson, Vice-chairperson, Secretary, Treasurer, Regional Delegate, and Regional Delegate Alternate, simultaneously with their election or appointment to such office, shall be deemed elected or appointed as a member of the Executive Committee and shall remain a member of the Executive Committee until the next meeting for the election of his or her successor and until such successor has been elected and qualified.
- C. Regional Trusted Servants The Regional Trusted Servants shall consist of the: (1) Chairperson, (2) Vice-chairperson, (3) Secretary, (4) Treasurer, (5) Regional Delegate ("RD"), (6) Regional Delegate Alternate, (7) Chairs of all WNYRSCNA committees, and (8) other resource persons elected or appointed by the WNYRSCNA. In the absence of specification, the term of a resource person shall be 12 months. The creation of any ad hoc committees or the election or appointment of resource persons shall automatically constitute an increase in the authorized number of Regional Trusted Servants. Each of the Regional Trusted Servants shall hold office until the next meeting for the election of his or her successor and until such successor has been elected and qualified.
- D. Qualifications All Regional Trusted Servants should have prior experience and/or related skills respective to their positions. A working knowledge of the Twelve Steps, Traditions, and Concepts is essential. They should have demonstrated leadership ability as discussed in Concept Four: "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." They must have a willingness to give the time and resources necessary to do the job as well as the ability to work independently or as part of a group.
- E. Application All nominated or appointed Regional Trusted Servants must submit a service resume to the WNYRSCNA for review upon acceptance of nomination (See Addendum A). All nominated or appointed Regional Trusted Servants must agree to the WNYRSCNA Theft Policy upon acceptance of nomination (See Addendum B). All elected and/or appointed Regional Trusted Servants are expected to attend scheduled RSC meetings.

ARTICLE IV TERMS OF OFFICE AND DUTIES OF REGIONAL TRUSTED SERVANTS

Each of the Regional Trusted Servants shall serve for the period specified below and shall not serve more than two consecutive terms in the same office. The duties, responsibilities, and required qualifications of the Regional Trusted Servants are as follows:

A. Chairperson

It is the duty of the Chairperson to:

- 1) Open all meetings at the appointed time by taking the chair, calling the meeting to order, and establishing that a quorum is present.
- 2) Announce in proper sequence the business that comes before the committee or becomes in order in accordance with the prescribed order of business, agenda, or program, and within the existing orders of the day.
- 3) Recognize members or observers who are entitled to the floor.
- 4) To state and to put to a vote all questions that legitimately come before the committee as motions, or that otherwise arise in the course of the proceedings, except questions that relate to the Chairperson, and to announce the results of each vote; or if a motion that is not in order is made, to rule it out of order.
- 5) Protect the committee from frivolous or dilatory motions by refusing to recognize them.
- 6) Enforce the rules relating to debate and to order and decorum within the assembly.
- 7) Expedite business in every way compatible with the rights of members and observers.
- 8) Decide all questions of order, subject to appeal - unless when in doubt, the Chairperson prefers to submit such a question to the assembly for decision.
- 9) Respond to the inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
- 10) Authenticate by the Chairperson's signature, when necessary, all acts, orders, and proceedings of the assembly.
- 11) Declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- 12) Arrange the agenda for each meeting.
- 13) Conduct correspondence of the Society, as may be necessary.
- 14) Sign all certified copies of the acts of the Society.
- 15) Make a final report of the year's work at the April RSC meeting.
- 16) Be ex officio a non-voting member of all committees.
- 17) Appoint all special or ad hoc committees except, when in the interest of the Society, it is deemed necessary to elect a special committee by ballot.
- 18) Vote in accordance with the procedures / conduct of order of the RSC, in order to break all ties of votes and settle all votes requiring a two-thirds majority.
- 19) Be a co-signer of the Society's bank account.
- 20) Provide his or her name, address and other required information to the Internal Revenue Service as required by the provisions of the Internal Revenue Code and rules of the Internal Revenue Service applicable to tax-exempt organizations.

The required clean time for this position is five (5) years continuous abstinence from all drugs. The term of office for this position shall begin in the month of May and shall continue for a period of twelve (12) months.

B. Vice-Chairperson

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

- 1) Perform the Chairperson's duties in the absence of the Chairperson.
- 2) Coordinate the functions of all subcommittees, stays informed of all committee activities, and is available for any committee problems.
- 3) Manage the registration of members.
- 4) Be ex officio a non-voting member of all subcommittees.
- 5) Contact any member holding elected trusted servants position of the region who misses any two consecutive regular meetings of the Society and inform them that they must attend the next regular meeting of the Society or send a representative or written report to confirm that their office's responsibilities are being met to the satisfaction of the Committee as a whole or automatically resign their office.
- 6) Vote on all business matters directly relating to the trusted servants position entrusted to them.
- 7) Maintain an index of motions made at WNYRSCNA business meetings.
- 8) Update guidelines, maintaining all current changes readily available and distributing updated copies (if needed).
- 9) Provide his or her name, address and other required information to the Internal Revenue Service as required by the provisions of the Internal Revenue Code and rules of the Internal Revenue Service applicable to tax-exempt organizations.

The required clean time for this position is four (4) years continuous abstinence from all drugs. The term of office for this position shall begin in the month of May and shall continue for a period of twelve (12) months.

C. Regional Delegate

It is the duty of the Regional Delegate of this Society to:

- 1) Primarily work for the good of NA providing two-way communication between the region and the World Service Conference (via the Conference Agenda Report - CAR) and NA as a whole.
- 2) Perform Chairperson's duties in the absence of the Chairperson and Vice-Chairperson.
- 3) Maintain communication with and is available for any problems within the region's areas.
- 4) Work closely with the regional officers, committee chairs, and resource people and is a source of information and guidance in matters concerning the Twelve Traditions and Twelve Concepts.
- 5) Represent the RSC at each meeting of the World Service Conference, participate in the WSC as the voice of the WNYRSCNA and receive a vote of confidence from the RSC to vote on items not on the agenda, or where a specific discussion has not been conducted, evaluating each item with the needs of the Fellowship in mind.

- 6) Represent the RSC at the North East Zonal Forum, the Mid Atlantic Regional Learning Conference, and any other service event the RSC deems necessary.
- 7) To prepare the region with the Conference Agenda Report ballots for the next meeting of the WSC ninety (90) days prior to that meeting.
- 8) Make a report to the RSC at each regular meeting covering the business of the WSC and the potential impact on the RSC and member ASC's.
- 9) Vote on all business matters directly relating to the trusted servant's position entrusted to them.
- 10) Be a co-signer of the Society's bank account.
- 11) Make a report of the year's work at the June RSC meeting.
- 12) Provide his or her name, address and other required information to the Internal Revenue Service as required by the provisions of the Internal Revenue Code and rules of the Internal Revenue Service applicable to tax-exempt organizations.

The required clean time for this position is five (5) years continuous abstinence from all drugs. The term of office for this position shall begin in the month of July and shall continue for a period of twenty-four (24) months.

D. Secretary

It is the duty of the Secretary of this Society to:

- 1) In the absence of the Chairperson, Vice Chairperson, and the Regional Delegate, call the meeting to order and preside until the immediate election of a Chairperson pro tem.
- 2) Keep a record of all the proceedings of the committee (minutes).
- 3) Distribute such minutes within two (2) weeks after the RSC to elected participants of the WNYRSCNA.
- 4) Keep on file all committee reports.
- 5) Keep the RSC's official membership roll; and to call the roll at each regular meeting.
- 6) Make the minutes and records available to members upon request.
- 7) Notify trusted servants, committee members, and delegates of their election or appointment, to furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.
- 8) Sign all certified copies of acts of the RSC
- 9) 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.
- 10) Send out to the membership a notice of each special meeting, known as the "call" of the meeting as directed by the Chairperson.
- 11) Conduct the correspondence of the Society which is not a function proper to other trusted servants, or to any committee.
- 12) Prepare, prior to each meeting, an order of business for the use of the presiding Chairperson, knowing in their exact order, under each heading, all matters known in advance that are due to come up and, if applicable, the times for which they are set.
- 13) Maintain the RSC's files and archives.

14) Vote on all business matters directly relating to the trusted servants position entrusted to him or her.

15) Provide his or her name, address and other required information to the Internal Revenue Service as required by the provisions of the Internal Revenue Code and rules of the Internal Revenue Service applicable to tax-exempt organizations.

The required clean time for this position is four (4) years continuous abstinence from all drugs. The term of office for this position shall begin in the month of November and shall continue for a period of fourteen (14) months.

E. Treasurer

It is the duty of the Treasurer of this Society to:

- 1) Be the custodian of the RSC's funds, not entrusted to other trusted servants or committees.
- 2) Be a co-signer of the RSC's bank account.
- 3) Make a report of the current and year to date financial status of the RSC at each regular meeting.
- 4) Make a full financial report at the June RSC to be audited by an appointed committee.
- 5) Coordinate the submission, consolidation, and impact of all budgets and to submit those budgets to the RSC for approval.
- 6) Disburse funds as necessary to fulfill the object of the RSC, monitoring those disbursements to ensure that all requests for funds that are either unbudgeted or exceed budget are put to a vote of the RSC before disbursement and to advise the RSC of the status of prudent reserve when voting on financial matters.
- 7) Vote on all business matters directly relating to the trusted servants position entrusted to them.
- 8) Make available for auditing all ledgers, journals, etc., for submittal upon completion of term or whenever the WNYRSCNA deems necessary.
- 9) Provide his or her name, address and other required information to the Internal Revenue Service as required by the provisions of the Internal Revenue Code and rules of the Internal Revenue Service applicable to tax-exempt organizations.

The required clean time for this position is five (5) years continuous abstinence from all drugs. The term of office for this position shall begin in the month of July and shall continue for a period of fourteen (14) months.

F. Regional Delegate Alternate

It is the duty of the Regional Delegate Alternate of this Society to:

- 1) Perform the Regional Delegate duties in the absence of the Regional Delegate.
- 2) Attend each meeting of the Regional Service Committee and the World Service Conference.
- 3) Attend each service event as outlined for the Regional Delegate.
- 4) Coordinate and chair all workshops and/or presentations of the WSC Conference Agenda Report in conjunction with the RD, committees of the RSC, and the member ASC's.

- 5) Provide his or her name, address and other required information to the Internal Revenue Service as required by the provisions of the Internal Revenue Code and rules of the Internal Revenue Service applicable to tax-exempt organizations.

The required clean time for this position is four (4) years continuous abstinence from all drugs. The term of office for this position shall begin in the month of July and shall continue for a period of twenty-four (24) months. The Regional Delegate Alternate assumes the office of the Regional Delegate upon completion of term.

G. Public Information Chairperson

It is the duty of the Public Information Chairperson of this Society to:

- 1) Further the primary purpose of NA in carrying the message of recovery to addicts by informing the public about Narcotics Anonymous.
- 2) Initiate and coordinate actions within the region, ensuring unity and clarity in all PI activities.
- 3) Participate and support in Learning Days and workshops when feasible.
- 4) To hold a minimum of two (2) PI Learning Days per regional year to address and/or work on problems the member areas are experiencing, or to discuss new methods of PI work.
- 5) To hold regular PI subcommittee meetings monthly, and additional meetings as needed.
- 6) Perform any other activities that benefit the PI efforts in the WNYRSCNA.
- 7) Maintain communication with the World Board on PI specific issues so that the member areas may be informed of its' activities.
- 8) Support non-NA events which fall within the responsibilities of PI.
- 9) Create and distribute regional meetings list as delegated by the WNYRSCNA.
- 10) Make a final report of the year's work at the February RSC meeting.

The required clean time for this position is three (3) years continuous abstinence from all drugs. The term of office for this position shall begin in the month of March and shall continue for a period of twelve (12) months.

H. Literature Chairperson

It is the duty of the Literature Chairperson of this Society to:

- 1) Coordinate the creation, development, and revision of literature in the Fellowship of NA.
- 2) Lend support to area literature committees through:
 - a) Sharing of experience in written and verbal communication
 - b) Hosting open forums and workshop meetings.
- 3) Maintain a regional supply of literature to provide to the areas (at a time deemed necessary by this society).
- 4) Make a final report of the year's work at the October RSC meeting.

The required clean time for this position is three (3) years continuous abstinence from all drugs. The term of office for this position shall begin in the month of November and shall continue for a period of twelve (12) months.

I. H&I Chairperson

It is the duty of the Hospitals and Institutions Chairperson of this Society to:

- 1) Act as a resource to Areas, groups, and individual members in their efforts to carry the message to addicts who do not have full access to regular NA meetings.
- 2) Provide a forum for Area H&I subcommittees to share their experience, strength, and hope.
- 3) Maintain an updated listing of all Area H&I subcommittees in the WNYRSCNA, and records which facilities they serve.
- 4) To hold a minimum of two (2) H&I Learning Days per regional year to address and/or work on problems the member Areas are experiencing, or to discuss new methods of H&I work.
- 5) Maintain communication with the World Board on H&I specific issues so that member areas may be informed of its activities.
- 6) To hold Regional H&I subcommittee meetings monthly, and additional meetings as necessary.
- 7) Perform any other activities that benefit the H&I efforts in the WNYRSCNA.
- 8) Make a final report of the year's work at the August RSC meeting.

The required clean time for this position is three (3) years continuous abstinence from all drugs. The term of office for this position shall begin in the month of September and shall continue for a period of twelve (12) months.

J. Activities Chairperson

It is the duty of the Activities Chairperson of this Society to:

- 1) Work closely with other committee chairpersons to help plan successful workshops and Regional Learning Day events.
- 2) Facilitate the flow of information about area activities to other areas around the region.
- 3) This committee shall not hold any events for the purpose of fund raising.
- 4) Make a final report of the year's work at the August RSC meeting.

The required clean time for this position is three (3) years continuous abstinence from all drugs. The term of office for this position shall begin in the month of September and shall continue for a period of twelve (12) months.

K. Convention Chairperson

It is the duty of the Convention Chairperson of this Society to:

- 1) Further the primary purpose of NA in carrying the message of recovery to addicts by developing and implementing a convention for the WNYRSCNA.
- 2) Coordinate the development and controls the implementation of the Regional Convention.
- 3) Maintain written ledgers and journals and make such documents available for auditing upon request.
- 4) Upon finalization of the convention, ensure the prompt return of all proceeds, merchandise, and financial records to the WNYRSCNA.

Make a final report upon completion and finalization of the convention.

The required clean time for this position is five (5) years continuous abstinence from all drugs. The term of office for this position shall begin in the month of November and shall continue for a period of fourteen (14) months.

L. Committee Vice-Chairpersons

All committee chairpersons are encouraged to work with and train a vice-chairperson to help maintain the continuity of service in the position. The duties of the vice-chairpersons are to:

- 1) Help in the internal working of the committee.
- 2) Fulfill the chairperson's responsibilities in his or her absence on a temporary basis.

The required clean time for these positions are one (1) year less than the Chair's clean time requirement for the committee on which they serve.

M. Resource Assignments Some responsibilities of the WNYRSCNA are fulfilled by resource assignment as described by The Guide to Local Service in NA. Each resource assignment has the following duties:

- 1) Can be assigned for long or short-term projects.
- 2) Is elected by the WNYRSCNA or appointed by the Chairperson.
- 3) Keeps informed through manuals, bulletins, newsletters, or other available information on his/her resource subject.
- 4) Takes time to keep in regular contact with the chairpersons of corresponding Area committees providing support when appropriate.
- 5) Conducts sharing sessions and workshops around the region (when necessary).
- 6) Is directly responsible to the WNYRSCNA.

The suggested clean time for these positions is three (3) years continuous abstinence from all drugs.

ARTICLE V MEETINGS

- A. Types of Meetings This society shall have or sponsor three types of meetings: Regular, Special (emergency), and Regional Assembly. Each of these types of meetings shall be described later in this Article.
- B. Permitted Attendance All WNYRSCNA meetings shall be closed to the public unless specifically approved by the Chairperson. They are open to any member of Narcotics Anonymous. Anyone may speak at WNYRSCNA meetings provided they have been granted the floor by the chairperson.
- C. Required Attendance All ASC's and all elected and/or appointed Regional Trusted Servants are expected to attend regularly scheduled RSC meetings.
- D. Call; Notice; Order of Business
 1. Regular Meetings Regular meetings of WNYRSCNA will be held on the third (3rd) Saturday of every other month beginning with January of each year. The time and place of the meetings are to be fixed by the Executive Committee. No notice shall be given of the regular meetings held at the time and place fixed by the Executive Committee. The normal order of business for the WNYRSCNA monthly meetings will be as follows,

unless changed by majority vote or at the discretion of the sitting chairperson in order to facilitate the conducting of business:

- a) Open Meeting
 - 1) Serenity Prayer
 - 2) Reading of page XVI of the Basic Text
 - 3) 12 Traditions / 12 Concepts
 - b) Roll Call
 - c) Mail Box
 - d) Review / Approval of previous month's minutes
 - e) Nominations for any open positions
 - f) Regional Delegate Report
 - g) Area Reports
 - h) Secretary report
 - i) Opening Treasurer Report
 - j) Regional Chairperson Report
 - k) Regional Vice-chairperson Report
 - l) Subcommittee Reports:
 - 1) Hospitals and Institutions
 - 2) Public Information
 - 3) Convention
 - 4) Literature
 - 5) Activities
 - m) Ad Hoc Committee Reports (if any)
 - n) Resource Assignments
 - o) Old Business
 - p) New Business
 - q) Closing Treasurer's Report
 - r) Adjournment / Closing
2. Special Meetings Emergency or special meetings of the RSC may be called by the Chairperson or Acting Chairperson and shall be called upon the written request of (i) any two (2) of the RCMs or the Regional Trusted Servants of the RSC or (ii) any five (5) members of Narcotics Anonymous within the geographic boundaries of the RSC. The purpose of the meeting shall be stated in the notice of the meeting. No business other than that specifically stated in the notice will be conducted. Notice of each meeting shall be given, personally or by mail, not less than 10 or more than 50 days before the date of the meeting. If given personally, such notice may be oral. If mailed, such notice shall be deposited in the United States mail, with first-class postage thereon prepaid. The notice shall state the place, date and hour of the meeting, the purpose or purposes for which the meeting is called and, unless it is the annual meeting, indicate that the notice is being issued by or at the direction of the person calling the meeting. The notice need not refer to the approval of minutes or to other matters normally incident to the conduct of the meeting.

3. Regional Assembly Once a year prior to the World Service Conference (WSC), the RSC may sponsor a meeting at which all the Group Service Representatives (GSR's) within the geographic boundaries of the RSC are invited to discuss and generate a regional conscience on the issues in the Conference Agenda Report facing the fellowship as a whole. The Regional Assembly is intended:
 - a) To give the RD and the RD Alternate the opportunity to communicate directly with the groups through their GSR's;
 - b) To allow the RD and Alternate to carry an accurate conscience to the WSC; and
 - c) To give confidence to the RD and Alternate to vote on items not on the agenda or where a specific discussion has not been conducted.
4. Other meetings It is the responsibility of the Regional Delegate Alternate, by request of any RCM, to set up a GSR Assembly in each respective area. A GSR Assembly is not governed by these By-Laws. Additional Regional Assemblies: Refer to Local Guide to Service (p103).

E. Voting and Voting Rights

1. Matters for Vote There are, typically, two types of voting while conducting Old and New Business as follows:
 - (a) Group Conscience. It is the intent of the RSC that matters pertaining to group conscience must have a clear direction from the member Area Service Committees. Therefore, a Group Conscience vote requires a two-thirds (2/3) majority of all the Regional Committee Members, or Alternates, whether present or not. In order to pass or fail any Group Conscience vote, two-thirds (2/3) must vote aye or nay, abstentions counting. For example, (with four ASC's as members):
 - 1) 3 - aye, 0 - nay, 1 - abstention: motion passes
 - 2) 1 - aye, 3 - nay, 1 - abstention: motion fails
 - 3) 1 - aye, 1 - nay, 2 - abstentions: motion fails due to abstentions.
 - (b) Regional Business. Matters of regional business require a simple majority of the Regional Trusted Servants. Matters of regional business includes without limitation matters of business within the regional conscience and/or direction given by the member Area Service Committees and as described in the 12 Concepts of Narcotics Anonymous service.
2. Voting Rights In order to conduct business as described above, there are three types of participants in meetings of the WNYRSCNA with the following voting rights:
 - (a) Each ASC shall have one vote, which shall be cast by such ASC's Regional Committee Member (or RCM Alternate). Notwithstanding anything to the contrary in these By-Laws, matters that, by applicable law or other third-party requirement, require a vote of the members of the Corporation, shall require a vote of at least a simple majority of the ASCs.
 - (b) Regional Trusted Servants and the Executive Committee vote on regional business. Notwithstanding anything to the contrary in these By-Laws, matters that, by applicable law or other third-party requirement, require a vote of the

board of directors shall require a vote of at least a simple majority of the Executive Committee.

- (c) Observers may participate in any and all discussions on matters before the RSC, at the discretion of the Chair, but have no voting rights at the RSC.

F. Quorum

1. Quorum requirements for the WNYRSCNA shall be defined as two-thirds (2/3) of Regional Trusted Servants and fifty percent (50%) of the ASC's. The quorum for the Executive Committee shall be a simple majority of the Executive Committee.
2. The Chairperson determines when a quorum is present.
3. If an ASC has lost voting rights as provided in Article II, the quorum shall be determined as if that ASC is not a member of the Corporation.
4. If a quorum is not present, the meeting may be opened and normal activities may proceed; however, no votes shall be taken.

G. Motions and Seconds

1. Generally Except as provided below, motions for consideration of the WNYRSCNA must be submitted, in writing on the approved RSC motion form, prior to the commencement of Old Business. Motions from the floor may be considered by the chair, if relevant and pertaining to specific business at hand and providing consideration of the motion will not impede the reasonable conduct of business before the committee. While it is the intent of the RSC to be informal and open to discussion of all interest parties, motions concerning procedure and business conduct will be taken from the floor, and if found to be relevant by the chair, will take precedent over the business at hand.
2. For Particular Matters The procedure for the making of motions and the required seconds depend upon the two types of business requiring votes, as follows:
 - (a) Group Conscience matters may only be submitted by an RCM or Alternate and must be seconded by another voting RCM or Alternate, except in cases where the motion is being submitted as a result of a member area group conscious, which requires no second. The chair may request documentation of that area conscious (such as area minutes) in order to reduce the possibility of unnecessary or trivial matters or to facilitate the process of conducting business.
 - (b) Regional business matters may be submitted by any RCM (or Alternate) on behalf of an ASC, the Executive Committee, any subcommittee, any ad hoc committee, or any Regional Trusted Servant. Motions from the Executive Committee, a subcommittee, ad hoc committee, or Regional Trusted Servant that pertain directly to the business of that committee or trusted servant, do not require a second. All other motions require a second from a RCM or Alternate on behalf of an ASC.
 - (c) It is the responsibility of the Chairperson to ensure the intent of these By-Laws and to state unequivocally before each vote the type of vote being taken and the members who have, or have not, voting rights for the type of business being conducted.

ARTICLE VI ELECTIONS AND APPOINTMENTS OF REGIONAL TRUSTED SERVANTS

BY-LAWS of Western New York Regional Service Committee of Narcotics Anonymous, Inc.

- A. Nominations are to be opened and received at the RSC two months prior to any regular election.
- B. Elections of Regional Trusted Servants is made by written ballot. Appointments are made by the Chairperson.
- C. All nominees must be present at the time of their nomination in order to be elected to a position on the WNYRSCNA.
- D. All nominees and potential nominees shall be required to fill out the RSC service resume. See Addendum A.
- E. All nominees shall be required to read and agree to the WNYRSCNA Theft Policy. See Addendum B.
- F. No officer of the WNYRSCNA or Chairperson of a WNYRSCNA subcommittee shall be an RCM or Alternate. In addition, no officer or subcommittee chairperson may hold more than one service position at the WNYRSCNA.
- G. In the event of a vacated office, temporary assignments may be made by election or by appointment of the Chairperson until the next regularly scheduled election.
- H. Newly elected officers assume their new position at the end of the current RSC, although outgoing officers shall fulfill their responsibilities.

Nominations and elections for all participants listed in Section VI shall be held as follows:

- a) Public Information March
- b) Chairperson March
- c) Chairperson May
- d) Vice-Chairperson May
- e) Regional Delegate July (serves 24 months)
- f) Regional Delegate/
Alternate Regional Delegate) July (serves 24 months then becomes
- g) Treasurer..... July (serves 14 mos. until September)
- h) H & I Chairperson September
- i) Activities Chairperson..... September
- j) Secretary November (serves 14 mos. until Jan.)
- k) Literature Chairperson..... November
- l) Convention Chairperson..... November (serves 14 mos. until Jan.)

ARTICLE VII REMOVAL OF REGIONAL TRUSTED SERVANTS

A. Dismissal

- 1. A WNYRSCNA officer may be removed by the Executive Committee, and any other Regional Trusted Servant may be removed by the Regional Trusted Servants, from his or her position for non-compliance, which includes but is not limited to:
 - a) Loss of abstinence.
 - b) Non-fulfillment of the duties of their position.
 - c) Absence from two (2) consecutive regular meetings of the WNYRSCNA. The only exception to this pertains to RD/RD Alternate when fulfilling their duties as defined in these By-Laws.
 - d) Absence from three (3) scheduled RSC meetings within a twelve (12) month period.

BY-LAWS of Western New York Regional Service Committee of Narcotics Anonymous, Inc.

- e) Conviction of a felony during their service term.
 - f) Deemed mentally incompetent by a Court of Law.
 2. Motions and voting to dismiss Regional Trusted Servants shall take place in accordance with Article V of these By-Laws.
 3. A two-thirds (2/3) majority vote is required for dismissal.
 4. Any Regional Trusted Servant dismissed before completion of such Regional Trusted Servant's term shall not be eligible for nomination or appointment to any WNYRSCNA position for a period of one (1) year.
 5. Any officer dismissed due to theft of WNYRSCNA funds shall not be eligible for nomination or appointment to any WNYRSCNA position for a period of ten (10) years in accordance with the WNYRSCNA Theft Policy. See Addendum B.
- B. Resignation
1. A WNYRSCNA officer or other Regional Trusted Servant may resign from his or her position at any time.
 2. All resignations shall be submitted to the Corporation in writing.
 3. In order to maintain continuity of service and reasonable transition, it is suggested that the resignation be submitted at least one (1) regular meeting in advance.
 4. Any officer or other Regional Trusted Servant resigning before completion of his or her term without providing an adequate explanation shall not be eligible for nomination or appointment to any WNYRSCNA position for a period of one (1) year.\

ARTICLE VIII FINANCIAL AND RELATED MATTERS

- A. All monies accumulated from Area contributions and other NA sources shall be maintained in a bank account general fund with separate bookkeeping of individual committee funds, subject to disbursement by the Regional Treasurer for paying obligations. All income from activities of the Corporation shall be applied to the maintenance, expansion or operation of the lawful activities of the Corporation.
- B. All expenditures made by the RSC shall be paid by check.
- C. All checks shall be required to have two (2) signatures: that of the Treasurer and one of the following:
 - a) Chairperson
 - b) Regional Delegate
- D. In the event a check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign said check, and another authorized signature shall be required.
- E. No regular expenditure shall be made from the treasury without receipt or itemized listing of accountability.
- F. All motions requiring new monetary expenditures require a two-thirds (2/3) majority vote of the Executive Committee and the Regional Trusted Servants.
- G. Treasurer makes available for auditing all ledgers, journals, etc. upon completion of their term, or whenever the WNYRSCNA deems necessary.
- H. The fiscal year shall begin November 1st.
- I. All RSC funds will be handled through a consistent checking account.

BY-LAWS of Western New York Regional Service Committee of Narcotics Anonymous, Inc.

- J. A typed monthly report with accurate committee accounts shall be provided by the RSC Treasurer for inclusion in the minutes.
- K. Committee chairs and resource people shall create a yearly budget with an itemized breakdown based upon past expenses and future goals as a committee or resource.
- L. The RSC Treasurer will compile all budget information into an overall annual budget to be brought to the RSC for approval at the November RSC meeting.
- M. The RSC approved annual budget will serve as a guide for disbursement into various committee accounts.
- N. Committees that have an expense in excess of ten percent (10%) of their budget must receive prior approval from the RSC.
- O. The RSC treasurer will create a prudent reserve after compiling all budgeted information from committees. Any funds exceeding this prudent reserve shall be donated to the WSC upon acceptance of the yearly budget at the November RSC. At the May RSC a revision of the previously approved yearly budget shall be conducted and any funds in excess of the projected budget for the remainder of the fiscal year shall be donated to the WSC.
- P. Funds shall be disbursed from the RSC Treasurer to the committee chairpersons, who must provide receipts accounting for all funds received. Unused funds will be returned to the RSC general account at the end of the RSC fiscal year.
- Q. In the event that there should ever be a lack of funds to sufficiently meet the budgeted expenses, the priority of the expenses will be in the following order, unless otherwise required by law:
 - a) Meeting room rent
 - b) PO Box rental
 - c) Secretary expenses
 - d) All other accounts as proposed to the RSC for approval.
- R. All non-sufficient fund returned checks will be debited from the records. The Treasurer will make one effort in writing and a follow-up phone call to contact the check writer to make an attempt to counterbalance the returned check.
- S. All checks the WNYRSCNA receives will be deposited within thirty (30) days.
- T. Written ledgers and journals will always be maintained.
- U. All members of this society who have exposure to WNYRSCNA funds are subject to the WNYRSCNA Theft Policy. See Addendum B.
- V. No loans shall be made by the Corporation to any member of the Corporation. No member of the Corporation shall receive, directly or indirectly, salary compensation or emolument from the Corporation, except reasonable compensation for services actually performed and reimbursement of expenses necessarily incurred in effecting one or more of the corporate purposes of the Corporation. No member of the Corporation shall be interested, directly or indirectly, in any contract for furnishing supplies thereto, unless authorized by the concurring vote of a majority of the membership not including the vote of the interested member.
- W. Any member, officer, employee or agent of the corporation may accept on behalf of the Corporation any contribution, gift, bequest or devise for any general or special purpose or purposes of the Corporation.
- X. The seal of the Corporation shall be circular and shall contain the name of the Corporation and the state and date of its incorporation.

ARTICLE IX BY-LAWS AMENDMENTS

- A. Any proposed amendment to these bylaws must be presented to the WNYRSCNA in writing at least thirty days in advance of either the May or November regular meeting, whereupon such proposed amendment shall be sent to the ASCs, the RCMs, the RCMs' Alternates, and the Regional Trusted Servants at least ten days in advance of such meeting.
- B. Any amendment to these By-Laws requires the vote of two-thirds of the ASCs eligible to vote or two-thirds of the members of the entire Executive Committee; provided, however, that only the ASCs may amend or adopt any provisions with respect to their voting or membership rights. An ASC is not eligible to vote if it has lost voting rights pursuant to Article II, Section C, of these By-Laws.
- C. Notwithstanding the foregoing, any requirement of these By-Laws may be waived in a particular instance, and only for such particular instance, by the same vote that would be required to amend the By-Laws with respect to such requirement. No waiver of any particular requirement of these By-Laws shall be deemed a continuing waiver of such requirement or a implied waiver of any other requirement of these By-Laws. No waiver may be made if such waiver would cause the Corporation to violate any applicable law, contract or other obligation of the Corporation.

ADDENDUM A

NA SERVICE RESUME
(Please Print Legibly in Black Ink)

Name: _____ Clean Date: _____

Address: _____ Phone: _____

Please list all the group, area, regional, and world service position you've held that you consider relevant to the position to which you have been nominated. Please include the positions served within the past five years and approximate dates of service for each position.

If you have not completed a term or have been removed from a service in the last five years, please explain.

What resources do you believe you can bring to the position to which you were nominated?

NA SERVICE RESUME

(Page 2)

What life experiences (i.e., school, work, volunteer, etc.) have you had that you believe will help you served in the position to which you are nominated?

Have you read the attached letter and are you willing to make the necessary commitment?

Please include any other information you consider relevant.

ADDENDUM B

WESTERN NY REGIONAL SERVICE COMMITTEE OF NA
THEFT POLICY

ACCOUNTABILITY STATEMENT 5TH CONCEPT OF NA SERVICE

"When we give our trusted servants responsibility for a particular service task, we hold them accountable for the authority we have delegated them"*

Theft policy for the Regional Service Committee and Sub-Committees or the Western New York Region.

- 1) If you are appointed or elected as a trusted servant, and steal, misappropriate or misuse property and/or money, you will be criminally and/or civilly prosecuted if restitution is not made.
- 2) If you are appointed or elected as a trusted servant, and steal, misappropriate or misuse property and/or money, your service commitment will be terminated, even if restitution is made.
- 3) Further, if agreed that your service commitment is terminated for the aforementioned reasons, you will not be able to serve in any capacity on the Regional Service Committee or any Regional Sub-Committee for a period of ten (10) years.
- 4) Restitution must be made in accordance with the conscience of the Western New York Regional Service Committee to preclude prosecution.

Signature

Date

* Excerpt of the Fifth Concept of NA Service (p. 12)