

WESTERN NEW YORK REGIONAL
SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS

REGIONAL SERVICE COMMITTEE BYLAWS

Table of Contents

ARTICLE I GOVERNANCE	2
ARTICLE II AREA SERVICE COMMITTEES; REGIONAL COMMITTEE MEMBERS	3
ARTICLE III EXECUTIVE COMMITTEE; REGIONAL TRUSTED SERVANTS.....	4
ARTICLE IV TERMS OF OFFICE AND DUTIES OF REGIONAL TRUSTED SERVANTS.....	5
A. Chairperson	5
B. Vice-Chairperson	6
C. Regional Delegate.....	6
D. Regional Delegate Alternate	7
E. Secretary	8
F. Treasurer	8
G. Public Information Chairperson.....	9
H. H&I Chairperson.....	10
I. Website Chairperson.....	10
J. Convention Chairperson	11
K. Committee Vice-Chairpersons.....	11
L. ADHOC Committee Chairperson.....	11
ARTICLE V MEETINGS.....	12

ARTICLE VI ELECTIONS AND APPOINTMENTS OF REGIONAL TRUSTED SERVANTS..... 15

ARTICLE VII REMOVAL OF REGIONAL TRUSTED SERVANTS..... 15

ARTICLE VIII FINANCIAL AND RELATED MATTERS 16

ARTICLE IX BY-LAWS AMENDMENTS 17

ADDENDUM A 18

ARTICLE I GOVERNANCE

- 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 "**Committee**." 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 **Committee** 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. General 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 **ADHOC Committee Chairpersons**, 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

regional trusted servants. 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 (**ADHOC or standing**), 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.

- 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.
- B. 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 **Committee**. 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 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 of an RCM, by the RCM's Alternate. Each RCM shall be entitled to one vote on all matters before the Regional Trusted Servants. **An ASC can vote in the absence of the RCM and RCM Alternate, by sending an area representative,**

with a written report on matters that have been brought before their body as a Group Conscience/Vote of Confidence.

- 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 (**RD**), and Regional Delegate Alternate (**RDA**) 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 Executive Committee 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 **four**. 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 (**RD**), and Regional Delegate Alternate (**RDA**), 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 (**RDA**), and (7) Chairs of all WNYRSCNA committees (Standing or Ad Hoc) elected or appointed by the WNYRSCNA. Each of the Regional Trusted Servants shall hold office until the conclusion of the meeting when their successor is elected.
- 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 **all** scheduled RSC meetings. "All completed service resume's and theft policies shall be held in the RSC archives for a minimum of 5 years after the end of the trusted servants term of office."

ARTICLE IV TERMS OF OFFICE AND DUTIES OF REGIONAL TRUSTED SERVANTS

A. Chairperson

It is the duty of the Chairperson of this committee 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 of the day and make available a written agenda to committee members before the beginning of the meeting.
- 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 a motion, 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) Conduct correspondence of the **Committee**, as may be necessary.
- 13) Sign all certified copies of the acts of the **Committee**.
- 14) **Submit a written report to the RSC at all regularly scheduled meetings.**
- 15) **Submit a proposed budget for the upcoming 12 months at the meeting following their election or appointment.**
- 16) Make an annual written report of each year's work.
- 17) Be ex officio a non-voting member of all committees.
- 18) Appoint members to fill any vacant positions of the executive, standing, and/or ad hoc committee chairpersons with majority approval the Regional Trusted Servants

- 19) Vote in accordance with the procedures/conduct of order of the RSC, in order to break all ties of votes (**without limitations**) and settle all votes requiring a two-thirds majority.
- 20) Be a co-signer of the **Committee's** bank account.
- 21) 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.
- 22) **Must have internet access to Regional email address for receiving minutes and sending reports.**

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 **at the end of the November meeting** and shall continue for a period of **twenty-four (24)** months.

B. Vice-Chairperson

It is the duty of the Vice-Chairperson of this committee 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) Be ex officio a non-voting member of all subcommittees.
- 4) Contact any regional trusted servants **that are not fulfilling the responsibilities and duties of their position and notify all trusted servants that have been removed from office.**
- 5) Vote on all **Regional** business matters.
- 6) Maintain an index of motions made at **Regional** business meetings.
- 7) 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.
- 8) **Submit a written report to the RSC at all regularly scheduled meetings.**
- 9) Make an annual report of the year's work.
- 10) **Submit a proposed budget for the upcoming 12 months at the meeting following their election or appointment.**
- 11) **Must have internet access to Regional email address for receiving minutes and sending reports.**
- 12) **Be involved in the contract negotiations with the Convention Committee.**
- 13) **Be a co-signer of the Committee's bank account.**

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 **at the end of the November meeting** and shall continue for a period of **twenty-four (24)** months.

C. Regional Delegate

It is the duty of the Regional Delegate of this **Committee** to:

- 1) Work for the good of NA providing two-way communication between the region and **all other service bodies.**
- 2) Perform Chairperson's duties in the absence of the Chairperson and ViceChairperson.
- 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 **all other service bodies as deemed necessary by the RSC**, as the voice of the WNYRSCNA. **Carry 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) To prepare the region with the Conference Agenda Report ballots for the next meeting of the WSC ninety (90) days prior to that meeting.
- 7) **Host a Regional Assembly or meeting as defined in Article V Number 3. By request of any RCM, set up a GSR Assembly in each respective area. A GSR Assembly is not governed by these By-Laws.**
- 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 **Regional** business matters.
- 10) Be a co-signer of the **Committee's** bank account.
- 11) Make an annual report of the year's work.
- 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.
- 13) **Submit a proposed budget for the upcoming 12 months at the meeting following their election or appointment.**
- 14) **Must have internet access to Regional email address for receiving minutes and sending reports.**

The required clean time for this position is five (5) years continuous abstinence from all drugs. **Must serve a minimum of one (1) year as RD Alternate.** The term of office for this position shall begin **at the end of the November meeting** and shall continue for a period of twenty-four (24) months.

D. Regional Delegate Alternate

It is the duty of the Regional Delegate Alternate of this **Committee** to:

- 1) Perform the Regional Delegate duties in the absence of the Regional Delegate.
- 2) **Attend all meetings with the RD and represent the RSC, in the absence of the RD, at each meeting of all other service bodies as deemed necessary by the RSC. Carry a vote of confidence from the RSC, in the absence of the RD, at all other service body meetings.**
- 3) 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.
- 4) **With the RD, host a Regional Assembly or meeting as defined in Article V Section D Item 3. With the RD and by request of any RCM, set up a GSR Assembly in each respective area. A GSR Assembly is not governed by these ByLaws.**
- 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.

- 6) **Vote on all Regional business matters.**
- 7) **Submit a written report at each regularly scheduled meeting.**
- 8) **Submit a proposed budget for the upcoming 12 months at the meeting following their election or appointment.**
- 9) **Must have internet access to Regional email address for receiving minutes and sending reports.**

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 **at the end of the January meeting** 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 **and a vote of conscience from the Committee.**

E. Secretary

It is the duty of the Secretary of this **Committee** 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 **temporary** Chairperson .
- 2) Keep a record of all the proceedings **and minutes** of the committee.
- 3) Distribute minutes within two (2) weeks after **each meeting** to elected participants of the WNYRSCNA **by email.**
- 4) **Update guidelines, maintain all current changes, and make readily available updated copies as needed.**
- 5) **Maintain an up-to-date record of all RSC members and list of members removed from office with date and reason for removal.**
- 6) Call the roll at each regular meeting.
- 7) Make available to RSC members documents required for the performance of their duties.
- 8) Send to **all current trusted servant son current member list** a notice of each special meeting, as directed by the Chairperson.
- 9) Conduct the correspondence of the **Committee** which is not a function proper to other trusted servants, or to any committee.
- 10) Maintain the RSC's **and subcommittee's** files and archives.
- 11) Vote on all **Regional** business.
- 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.
- 13) Submit a proposed budget for the upcoming 12 months at the meeting following their election or appointment.
- 14) Must have internet access to Regional email address for receiving minutes and sending reports.
- 15) **Is responsible to coordinate the retrieval of all mail and keep a record of who has all PO Box keys.**

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 **at the end of the January meeting** and shall continue for a period of **twenty-four (24)** months.

F. Treasurer

It is the duty of the Treasurer of this **Committee** 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 written report of the current and year to date financial status of the RSC at each regular meeting.
- 4) Make a full financial annual report at the **January** RSC to be audited by an appointed committee.
- 5) **Present a closing itemized report to the Committee of all expenses and income to be included in the minutes for each meeting.**
- 6) Review the submission and impact of all budgets presented to the RSC for approval.
- 7) Disburse funds as necessary to fulfill the **needs** 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 by the RSC and to advise the Committee of the **feasibility of such disbursements.**
- 8) Vote on all **Regional** business.
- 9) Make available for auditing all ledgers, journals, etc., for submittal upon completion of term or whenever the Committee deems necessary.
- 10) 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.
- 11) **Submit a proposed budget for the upcoming 12 months at the meeting following their election or appointment.**
- 12) **Must have internet access to Regional email address for receiving minutes and sending reports.**

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 **at the end of the January meeting** and shall continue for a period of **twenty-four (24)** months.

G. Public Information Chairperson

It is the duty of the Public Information Chairperson of this **Committee** 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 PR activities.
- 3) Participate and support in Learning Days and workshops when feasible.
- 4) To hold a minimum of two (2) PR Learning Days per regional year to address and/or work on problems the member areas are experiencing, or to discuss new methods of PR work.
- 5) To hold regular PR subcommittee meetings monthly and additional meetings as needed.
- 6) Perform any other activities that benefit the PR efforts in the WNYRSCNA.
- 7) Maintain communication with the World Board on PR specific issues so that the member areas may be informed of its' activities.
- 8) Support non-NA events which fall within the responsibilities of PR.
- 9) Create and distribute regional meetings list **when** delegated by the WNYRSCNA.

- 10) Make a report of the year's work to the RSC at **each January RSC** meeting.
- 10) Submit a proposed budget for the upcoming 12 months at the meeting following election or appointment.
- 11) Must have internet access to Regional email address for receiving minutes and sending reports

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 **at the end of the January meeting** and shall continue for a period of **twenty-four (24)** months.

H. H&I Chairperson

It is the duty of the Hospitals and Institutions Chairperson of this **Committee** 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 **the** facilities they serve.
- 4) Hold a minimum of one (1) H&I Learning Day each 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 World H&I **on** specific issues so that member areas may be informed of its activities.
- 6) Hold Regional H&I subcommittee 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.
- 9) Make a report of the year's work to the RSC at **each January RSC** meeting.
- 10) Submit a proposed budget for the upcoming 12 months at the meeting following election or appointment.
- 11) Must have internet access to Regional email address for receiving minutes and sending reports

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 **at the end of the January meeting** and shall continue for a period of **twenty-four (24)** months.

I. Website Chairperson

It is the duty of the Website Chairperson of this committee to:

- 1) Coordinate the functions of all subcommittees for listing on the website, stays informed of all committee activities, and consult when scheduling conflicts arise.
- 2) Conduct correspondence of the Committee, as may be necessary.
- 3) Vote on all Regional business matters.
- 4) Post on website all updated meeting schedules, events, minutes and any other information that will further our primary purpose in a timely manner.
- 5) Make sure all bills and expenses needed to keep the website running properly get paid on time to make sure service is not interrupted.
- 6) Submit a written report to the RSC at all regularly scheduled meetings.
- 7) Make an annual written report of each year's work.
- 8) Must have necessary computer, technological and website development skills necessary to perform the duties of the position.

The required clean time for this position is five (5) years continuous abstinence from all drugs. Must have a working knowledge of website design. The term of office for this position shall begin at the end of the November meeting and shall continue for a period of twenty-four (24) months.

J. Convention Chairperson

It is the duty of the Convention Chairperson of this **Committee** 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) **Promptly request any seed capital necessary for initial expenses.**
- 4) Maintain **financial records and committee minutes** and make such documents available upon request.
- 5) Upon finalization of the convention, ensure the prompt return of all proceeds, merchandise, financial records, **and any other items belonging** to the WNYRSCNA.
- 6) Submit a detailed written report of all subcommittee and executive committee activities including all expenditures and income at each regularly scheduled meeting.
- 7) Make a report of the year's work to the RSC at **each January** RSC meeting.
- 8) Must have internet access to Regional email address for receiving minutes and sending reports.
- 9) Submit the Convention Committee's recommendation for the next year's Convention Chair at the July meeting.
- 10) All facility contracts shall be brought to the Regional body for review and approval. 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 **twenty-four (24) months or until the finalization of all aspects of the convention.**

K. 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 the same as the Chair's clean time requirement for the committee on which they serve. **The term of office for this position shall begin at the end of the January meeting and continue for a period of twenty-four (24) months.**

L. ADHOC Committee Chairperson

Some responsibilities of the WNYRSCNA are fulfilled by **ADHOC Committees**. **Each committee is formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.** Each **ADHOC Committee Chair** is elected by the WNYRSCNA or appointed by the Chairperson to:

- 1) Keep informed through manuals, bulletins, newsletters, or other available information **when relevant.**
- 2) Take time to keep in regular contact with the chairpersons of corresponding Area committees providing support when appropriate.

- 3) Conduct sharing sessions and workshops around the region (when necessary).
- 4) Submit a written report at each regularly scheduled meeting and a final report upon completion of their assignment.
- 5) Must have internet access and an email address for receiving minutes and sending reports.

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

ARTICLE V MEETINGS

- A. Types of Meetings - This **Committee** 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 **RSC** meetings shall be closed to the public unless specifically approved by the **Committee**. They are open to any member of Narcotics Anonymous. Anyone may speak at **RSC** meetings provided they have been asked to be recognized by a Regional Trusted Servant and granted the floor by the Chairperson.
- C. Attendance - All **RCMs and their Alternates are expected to attend**. All elected and/or appointed Regional Trusted Servants are **required** to attend regularly scheduled RSC meetings.
- D. Call, Notice and Order of Business -
 1. Regular Meetings - Regular meetings of **the RSC** will be held on the third (3rd) Saturday of **the** month. The time and place of the meetings are to be fixed by the Executive Committee. The order of business for **the RSC**, unless changed by majority vote or at the discretion of the chairperson, will be as follows:
 - a) Open Meeting
 - 1) Serenity Prayer
 - 2) Reading of page XVI of the Basic Text
 - 3) 12 Traditions/12 Concepts
 - b) Roll Call
 - c) "Set up next Regional meeting."
 - d) Establish quorum
 - e) Mail Box
 - f) Review/Approval of previous **meeting's** minutes
 - g) Opening Treasurer Report
 - h) Secretary report
 - i) Regional Chairperson Report
 - j) Regional Vice-chairperson Report
 - k) Regional Delegate/**Regional Delegate Alternate** Reports
 - l) Subcommittee Reports (As determined by Chairperson)
 - m) Ad Hoc Committee Reports
 - n) Area Reports
 - o) Nominations/**Elections**
 - p) Old Business
 - q) New Business
 - r) Closing Treasurer's Report/**Balance**

s) 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 **three (3)** of the RCMs or the Regional Trusted Servants of the RSC. The purpose of the meeting shall be stated in the notice of the meeting. No business other than that which was specifically stated in the notice shall be conducted. Notice of each meeting shall be given verbally and **in writing electronically** not less than 10 or more than 50 days before the date of the meeting. The notice shall state the place, date and hour of the meeting, the purpose or purposes for which the meeting is called and indicate that the notice is being issued by or at the direction of the person calling the meeting.
3. Regional Assembly Prior to the World Service Conference (WSC), the RD and RDA will sponsor a meeting **or meetings** at which all the Group Service Representatives (GSRs) 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 RDA the opportunity to communicate directly with the groups through their GSR's;
 - b. To allow the RD and **RDA** to carry an accurate conscience to the WSC; and
 - c. To give confidence to the RD and **RDA** to vote on items not on the agenda or where a specific discussion has not been conducted.
4. Other meetings At the request of any RCM the RD and RDA shall set up a GSR Assembly and/or workshop in the respective area.

E. Voting and Voting Rights

1. Matters for Vote Typically, there are two types of voting while conducting Old and New Business:
 - (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 **eligible** RCMs or Alternates, whether present or not. **In order to carry any group conscience vote, two-thirds (2/3) of the eligible RCMs or Alternate voting members must vote in favor of the motion.**
 - (b) Regional Business. Matters of regional business require a simple majority of the Regional Trusted Servants.
2. Voting Rights In order to conduct business as described above, there are three types of participants in meetings of the **RSC** with the following voting rights:
 - (a) Each ASC shall have one vote which shall be cast by such ASC's RCM or RCM Alternate.
 - (b) Regional Trusted Servants (**as described in Article I Section D**), **member ASCs** and the Executive Committee vote on regional business.

Observers may participate in any and all discussions on matters before the RSC, as defined in Article V Section B, but have no voting rights.

F. Quorum

1. Quorum requirements for the RSC shall be defined as two thirds (2/3) of Regional trusted servants as defined in section C of Article III and fifty percent (50%) of the ASC's.
2. The Chairperson determines at the start of the Regional meeting when a quorum is present.
3. If an ASC has lost voting rights as **per** Article II, the quorum shall be determined as if that ASC is not a member of the Corporation.
4. If an ASC has lost their voting rights, they will not be included in future quorum calculations that they are absent from until they have attended 2 consecutive regular RSC meetings. They will be included in quorum calculations that they are present for.
5. If a quorum is not present, the meeting may be opened and normal activities may proceed; however, no votes shall be taken unless quorum is re-established by the Chairperson.

G. Motions and Seconds

1. Generally Except as provided below, motions for consideration of the **RSC** must be submitted, in writing, prior to the commencement of Old Business. **All motions must be seconded.** Motions from the floor may be considered by the Chairperson, 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 interested parties, motions concerning procedure and business conduct will be taken from the floor, and if found to be relevant by the chair, will take **precedence** 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 be submitted by any Regional Trusted Servant and seconded by a member RCM or Alternate. Motions being submitted as a result of a member area group conscience require no second and must be presented in writing with supporting documentation of that area's conscience (such as area minutes).
 - (b) Regional business matters may be submitted by any Regional Trusted Servant. Motions that pertain directly to the business of a committee or trusted servant do not require a second. All other motions require a second from any Regional Trusted Servant.
 - (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 **do not have** voting rights for the type of business being conducted.

ARTICLE VI ELECTIONS AND APPOINTMENTS OF REGIONAL TRUSTED SERVANTS

- A. Nominations are to be opened and received at the RSC two meetings prior to any regular election.
- B. Nominations can be made by any NA member who has been granted the floor by the Chair. Nominations need not be seconded.
- C. No member shall be considered for nomination or appointment for any Regional position if they have been removed from service for theft or misappropriation of NA funds at any level of service within the last ten (10) years.
- D. Elections of Regional Trusted Servants **are** made by written ballot. Appointments are made by the Chairperson.
- E. All nominees must be present at the time of their nomination **and election** in order to be elected to a position at the **RSC**.
- F. All nominees shall be required to fill out the RSC service resume. See Addendum A.
- G. All nominees shall be required to read and agree to the WNYRSCNA Theft Policy. See Addendum B.
- H. No Regional trusted Servant may hold more than one service position at the RSC.
- I. 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.
- J. Newly elected Regional trusted Servants assume their new position at the end of the current RSC, although outgoing Regional Trusted Servants shall fulfill their responsibilities.
- K. Elections for all positions listed in Article IV will be held in January with the exception of the Convention Chairperson whose election is held in November. All nominations will open two meetings prior to the election.
- L. A nominee shall have the required clean time for a service position by the date they will take office, not the date that they are nominated.”

ARTICLE VII REMOVAL OF REGIONAL TRUSTED SERVANTS

- A. Dismissal
 - 1. Any Regional Trusted Servant will be immediately dismissed for the following reasons:
 - a) Loss of abstinence.
 - b) Absence from two (2) consecutive meetings **without a written report or attendance by representative.**
 - c) **Absence from three (3) meetings within any 12 month period with or without out a report or representative.** The only exception to this pertains to RD/RD Alternate when fulfilling their duties as defined in these By-Laws.
 - d) Arriving 30 minutes late to three (3) regularly scheduled meetings within any 12-month period
 - e) **Violation of Addendum B WNYRSCNA Theft Policy.**
 - 2. Except where dismissal is automatic any Regional trusted Servant may be removed from his or her position by a two-thirds (2/3) majority vote in accordance with Article V, Section G for the following reasons:
 - a) Conviction of a felony during their service term.

- b) Non-fulfillment of the duties of their position.
(Finished as of 6/15/13)
 - 3. Any Regional Trusted Servant dismissed before completion of **their** term shall not be eligible for nomination or appointment to any Regional position for a period of two (2) year.
 - 4. Any Regional Trusted Servant dismissed due to theft **and/or misappropriation** of NA funds **at any level of service** shall not be eligible for nomination or appointment to any Regional position for a period of ten (10) years **from the completion of restitution** in accordance with the WNYRSCNA Theft Policy. See Addendum B.
- B. Resignation
- a. Any Regional Trusted Servant may resign from his or her position at any time.
 - b. All resignations shall be submitted to the **RSC** in writing.
 - c. 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.
 - d. Any other Regional Trusted Servant resigning before completion of his or her term 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. **With exception of the Convention Committee funds**, all **funds** 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 **RSC** shall be applied to the maintenance, expansion or operation of the lawful activities of the **RSC**.
- 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) **Vice-Chair**
 - c) 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 Regional Trusted Servants.
- G. The Treasurer **shall** make available all ledgers, journals, etc. **for auditing** upon completion of their term, or whenever the Committee deems necessary. H. The fiscal year shall begin January 1st.
- I. All **WNYRSCNA** funds will be handled through a consistent checking account **and all checks shall be written at the regularly scheduled meeting unless otherwise directed the Committee**.
- J. A typed monthly report with accurate committee accounts shall be provided by the RSC Treasurer for inclusion in the minutes.

- K. Committee chairs shall create a yearly budget with an itemized breakdown based upon past expenses and future goals **for approval by the RSC at the meeting following their election or appointment.**
- L. The RSC Treasurer **shall** compile all budget information into an overall annual budget to be **made available to any Regional Trusted Servant upon request.**
- M. The RSC approved annual budget will serve as a guide for disbursement **of funds.**
- N. All requests for monetary disbursements shall be subject to review by 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 **review of the RSC budget.**
- P. Funds shall be disbursed from the RSC Treasurer to Regional trusted Servants, who must provide receipts accounting for all funds received. Unused funds will be returned to the RSC general account at the **meeting following the approved disbursement.**

- 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 checks the WNYRSCNA receives will be deposited within **one (1) week.**
- S. In the case of NSF checks the Treasurer will make one effort in writing and a follow-up phone call to contact the check writer to make an attempt to reconcile the returned check and any associated fees.
- T. Written **or electronic** ledgers and journals will always be maintained.
- U. All members of this **Regional Trusted Servants** 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, any type of salary compensation from the Corporation.
- W. No member of the Corporation shall be an interest, directly or indirectly, in any contract for furnishing **services or** supplies, unless authorized by a majority **vote** of the membership not including the vote of the interested member.
- X. The tax exempt number can only be used by the Region and its subcommittees.

ARTICLE IX BY-LAWS AMENDMENTS

- A. Any proposed amendment to these By-Laws must be presented to the WNYRSCNA in writing at least **two (2) months** in advance of the November regular meeting. "Voting shall take place during the regular November meeting."
- B. Any amendment to these By-Laws requires a two-thirds affirmative vote of the **eligible ASCs as described in Article V, Section E to approve the proposed amendment.**
- C. Any approved amendments to these By-Laws shall go into effect at the meeting following their approval.

D. 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 an 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, region, 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 **Accountability Statement (Addendum B)** and are you willing to make the necessary commitment?

Please include any other information you consider relevant.

Signature: _____ Date: _____

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.
- 2) If you are appointed or elected as a trusted servant and, attempt to steal, steal, misappropriate or misuse property and/or money, your service commitment will terminate immediately.
- 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 **from the completion of restitution.**
- 4) **As an appointed or elected trusted servant, should money and/or property be stolen, misappropriated or misused by any individual other than you, you are responsible for the replacement of the money and/or property.**
- 5) Restitution must be made in accordance with the conscience of the Western New York Regional Service Committee.

Name: _____ Clean Date: _____

Address: _____ Phone: _____

_____ D.O.B.

SSN: _____ Driver's License #: _____
(If unavailable, state issued picture ID)

Signature: _____ Date: _____

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

