

Pacific Cascade Regional Service Committee (PCRSC) Bylaws

Article I Name

The name of this committee shall be the Pacific Cascade Regional Service Committee of Narcotics Anonymous.

Article II Purpose

The purpose of the Regional Service Committee is to be supportive of its Areas and Groups and their primary purpose by linking together the Areas and Groups within a Region; by helping Areas and Groups deal with their basic situations and needs: and by encouraging the growth of the fellowship.

Article III Service Area

Section 1. Generally the Service Area shall include the state of Oregon and any surrounding Areas or Groups that wish to belong to this Region.

Section 2. An Area may join the PCRSC by registering with the World Service Office (WSO) and sending a Regional Committee Member (RCM) to a Regional Business meeting and requesting membership for their Area.

Article IV Participants

Section 1. This Committee shall have three (3) types of participants, that of voting, non-voting, and observers. No person can be more than one type of participant, with the exception of Ad-hoc Committee Chairs as defined in Article IX.

Section 2. Voting Participants: The voting participants of this Committee shall be the Regional Committee Member (RCM) of each Area within the PCRSC Service Area. Any voting participant of this Committee may introduce motions and participate in discussion.

For the purpose of these guidelines, the term Regional Committee Member shall be defined in the approved "A Guide to Local Services of Narcotics Anonymous".

Voting will be done on a one Area, one vote system; with the RSC Chairperson voting only to alleviate a tie.

Section 3. Non-Voting Participants: The non-voting participants of this Committee shall be the RSC Chairperson, all other RSC Officers, Subcommittee Chairpersons, and Ad-hoc committee chairs. In the absence of the sub-committee chair, the committee vice-chair shall be the "non-voting" participant. Any non-voting participant of this Committee may introduce motions and participate in discussion, with the exception of the acting Chairperson. Any such motion must be seconded by a voting participant or the motion dies for lack of second.

Section 4. NA members not addressed elsewhere in these guidelines shall be known as observers. Only NA members shall have the right to request the floor. The Chairperson has the exclusive right to grant or deny such requests. The Chairpersons decision is subject to appeal, and may be overturned by a 2/3

majority vote of voting participants. Observers do not have the ability to make or second motions.

Article V Nomination & Elections of PCRSC Officers and Sub-committee Chairs

Section 1. PCRSC Officers will include a Chairperson, Vice-chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Delegate (RD), Alternate Delegate (AD), Archivist and the Sub-committee Chairpersons as follows:

- A) Activities Committee
- B) Additional Needs Committee
- C) Conferences and Conventions Committee
- D) Hospitals and Institutions Committee
- E) Literature Committee
- F) Public Information Committee
- G) Policies and Procedures Committee
- H) And any other Officer or Committee deemed appropriate by the PCRSC

Section 2. Clean Time Requirements for PCRSC Officers and Sub-committee Chairs

Clean time requirements -

- A) Chairperson - 5 years.
- B) Vice-chairperson - 4 years.
- C) Secretary - 3 years.
- D) Treasurer - 5 years.
- E) Regional Delegate (RD) - 5 years.
- F) Alternate Delegate (AD) - 4 years.
- G) Policies and Procedures – 4 years
- H) Archivist - 2 years.
- I) Sub-committee Chairpersons - 2 years.
- J) Adhoc-committee Chairpersons - 2 years.

The required clean time may be waived by a two-thirds (2/3) majority vote of the voting participants present at the time of nominations.

Section 3. Moratorium

A six (6) month moratorium will be required for any PCRSC Officer or Sub-committee Chairperson resigning or being dismissed from their office prior to the completion of the term of that office. The only exception to this is when that resignation is intended to perform a newly elected PCRSC Service Position.

Section 4. Nomination Process

January/February RSC (New Business) Nomination Announcement

- A) The duties and responsibilities for each Service position as listed in the Bylaws, Procedural Motions and appropriate Guidelines shall be read prior to the solicitation of that nomination.
- B) Policies & Procedures Chairperson will pass out RSC Service Resumes to all interested individuals.
- C) Announcement will be made to all RCM's and Sub-committees to bring their nomination/recommendation to the April RSC.

April RSC (New Business) Nominations

- A) The duties and responsibilities for each Service position as listed in the Bylaws, Procedural Motions and appropriate Guidelines shall be read prior to the solicitation of that nomination.
- B) A nomination of a suitable individual may be made by any voting or nonvoting participant of the RSC, with the exception of the RSC Chairperson. All nominations must be seconded by a voting participant.
- C) Nominees for all PCRSC Service positions must be present at the time of their nomination during the April RSC.
- D) Nominee's must have a willingness to serve, and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous. Nominees must also have recent active service participation on any of these levels: Area, Region or World.
- E) A completed PCR Service Resume must be turned in for each nominee. Service Resumes must be complete and up-to-date. Previous resumes will not be accepted. Completed resumes must be given to the PCR Secretary prior to the close of the nomination process.
- F) Each nominee will read their Resume and may talk about their N.A. service experience.
- G) For each PCRSC Service Position there will be a short Question and Answer period, of each nominee, from the RSC.
 - 1) The length of time for the Question and Answer period will be determined by the RSC Chairperson.
 - 2) Questions shall pertain to the information on the nominee's PCR Service Resume or to that which is pertinent to the position itself.
- H) Closure of Nominations.
 - 1) A "Motion to Close Nominations" is required to close nominations.
 - 2) Any Service Position with no nominations shall become an Interim position.
 - 3) RCM's are to take the list of Nominees and their Service Resumes (from the Regional minutes) back to their respective Area Service meetings for their Area's conscience on the election of PCRSC Officers and Sub-Committee Chairpersons.

Section 5. Election Process of PCRSC Officers and Sub-Committee Chairs

July RSC (Old Business) Elections

- A) Election of PCRSC Officers and Sub-committee Chairpersons will be held at the July RSC. Voting shall be by a balloting process.
- B) Nominees are not required to be present, however no person shall be elected in their absence without a letter of acceptance and an explanation of their absence in writing. We **strongly** encourage all nominees to be present during elections.
- C) The Officers and Sub-committee Chairpersons shall be elected to serve a one (1) year term and can serve no more than two (2) consecutive

terms in the same Service Position. Their term of office shall begin at the end of the regular RSC meeting at which they were elected.

- D) A simple majority of the voting participants present shall be required to elect PCRSC Officers and Sub-committee Chairpersons. The RSC Chairperson shall only vote to alleviate a tie.

Section 6. Ballots, Ballot Voting, and Ballot Counters

- A) The Policies and Procedures Committee is responsible for producing the ballot. Ballots are to be distributed to the voting participants during the election process.

- B) Ballot Form Requirements:

- 1) Date of Elections.
- 2) Name of Area represented.
- 3) Name of Voting Participant
- 4) Ballot vote will consist of a 'yes', a 'no', or an 'abstain' for each PCRSC service Position.
- 5) Basic Ballot Instructions.

- C) Ballot Counters and Tally.

- 1) Policies and Procedures Chairperson shall be one of the Counters and shall oversee the Ballot Tally.
- 2) PCRSC Chairperson shall appoint two (2) non-voting or observer members to be the other two ballot counters
- 3) Counters will hand ballots out to, and collect all ballots from, the voting participants.
- 4) The (3) Counters will tally the ballots in private.
- 5) Policies and Procedures Chairperson will forward the election results to the PCRSC Chairperson.

- D) Tally Results.

- 1) The PCRSC Chairperson shall announce the results of the election to the RSC.
- 2) Results of the election will be published in the Regional minutes.
- 3) The tally of the votes will not be announced in the PCRSC meeting nor will they be published in the Regional minutes. Ballots and tally totals shall be maintained in the Regional archives.

Section 7. Interim Position Elections

- A) An Interim Position shall be defined as a Service Position that is filled outside of the normal Nomination and Election process, to fill any open Service Position of the PCRSC. Nomination and election may be done (but is not required to be) at the RSC meeting at which the position becomes open.

- B) An Interim Officer or Subcommittee Chair may be elected as needed by the PCRSC. The term of office shall be for the remainder of their predecessor's term of office, and shall conclude at the annual elections. An Interim Position term of office shall not be counted within the one year limit on terms of office. An interim position term of office shall begin at the time of elections.

- C) Elections of Interim Positions shall follow in general the procedures outlined in the above Sections 4 & 5. These procedures include reading of the Duties, submission of Service Resume, a Question & Answer session, and election by Ballot.

Article VI Removal of Officers

- Section 1. A service member may be removed from their position for non-compliance. A 2/3 vote of the voting participants present is required for removal. Non-compliance includes, but is not limited to:
 - A) Non- fulfillment of the duties of their position;
 - B) Absence at a second regular meeting of the RSC, during their term of office, without prior notification to the RSC Chairperson or Vice-chairperson. In the event of a necessary absence, a written report shall be submitted to the meeting. Written reports shall be accepted as a substitute for attendance.
- Section 2. Loss of abstinence is an automatic resignation from RSC.

Article VII Duties of Officers

All Officers and Sub-Committee Chairpersons shall follow the Guidelines as set forth by the RSC. All Officers, Sub-Committee Chairpersons and Ad-hoc Chairs shall submit written reports; all reports to the RSC shall follow the RSC report guidelines.

Furthermore, all Officers, Sub-Committee Chairs and Ad-hoc chairs shall attend the entire RSC Business meeting unless prior arrangements have been made with the acting RSC Chair.

- Section 1. Chairperson.
The Chair facilitates all RSC Business meetings and is responsible for keeping business moving in an orderly fashion.
- Section 2. Vice- Chairperson.
The Vice-chair works closely with the Chairperson, and fulfills the duties of the Chair in the Chairpersons absence. Further the Vice-Chair coordinates all Sub-Committee functions and assists all Sub-Committee chairs whenever possible.
- Section 3. Secretary.
The Secretary shall keep accurate minutes of all RSC Business meetings; types and distributes copies of the minutes to RCM's, Sub-Committee Chairpersons and RSC Officers. In addition to those copies the secretary shall mail copies of the minutes to the surrounding Regions, the Narcotics Anonymous World Services and any other member of Narcotics Anonymous who requests them.
- Section 4. Treasurer.
Collects donations, pays regional bills, balances the checkbook, and keeps accurate financial records. The treasurer shall make a report of contributions and expenditures at every RSC business meeting.

- Section 5. Regional Delegate (RD).
The Regional Delegate attends the World Service Conference and any other World Services meeting deemed necessary by the RSC. The RD keeps the

Region updated on World activities and takes Regional concerns to the WSC.
The Regional Delegate coordinates / facilitates GSR Assembly activities.

Section 6. Alternate Delegate (AD).

The Alternate Regional Delegate works closely with the RD and has the same duties as described in Regional Delegate job description. The Alternate Delegate position is to be a time of training with a commitment to assume the Delegate position at the proper time.

Section 7. Archivist

The Archivist maintains Regional archives past, present and future to include motions, recording of votes, minutes, etc. providing access and availability of at least the past 5 years archives at any RSC.

Section 8. General Duties of all RSC Sub-Committee or Ad-hoc Committee Chairpersons

The Chairpersons shall facilitate the activities of the sub-committee. Further the Chairpersons shall submit a written report (which shall include a financial report) of all committee activities to the RSC

Article VIII Standing Sub-Committees

Section 1. The RSC may establish or dissolve Sub-committees as necessary to perform specific duties. These standing Sub-committees shall be formed and dissolved by a 2/3 vote of the voting members of the RSC. Standing Sub-committees may include, but are not limited to: Activities, Additional Needs, Conferences and Conventions, Hospitals and Institutions, Literature, Public Information, Policies and Procedures, and any other standing Sub-committee which shall be deemed necessary to carry on the work of the RSC.

Section 2. All standing Sub-committees of this RSC shall create, and submit for approval, guidelines which are consistent with "A Guide to Local Services of Narcotics Anonymous", the Twelve Traditions of NA, and the best information available from the NA World Services (NAWS).

Section 3. The guidelines of each standing Sub-committee shall be subject to review and approval by the voting participants of the RSC.

Section 4. All Sub-committees that have a bank account shall have a "Two Signature Required" bank account.

Article IX Ad Hoc Committees

Section 1.

- A) The Chairperson of the RSC shall have the authority to establish Ad Hoc Committees for such special purposes as may, from time to time, be deemed necessary by the RSC to fulfill specific functions.
- B) The RSC Chairperson may, but is not required to, appoint the ad-hoc committee Chairperson. The purpose, membership, and duration of existence of any such Ad Hoc Committee shall be specifically designated by the RSC Chairperson at the time of appointment. If the

ad-hoc chair is not appointed by the RSC Chair, the committee membership shall choose a chair from among them.

- C) The Ad-hoc Chairperson can be appointed from among any type of participant, Voting, Non-voting or Observer.
- D) The Ad-Hoc Chairperson shall become a non-voting participant, with motion making privileges limited to business pertaining to the Ad-Hoc Committee. However, if the ad-hoc chair has been chosen from among the voting participants, that person shall retain their original voting participation rights

Article X Meetings

- Section 1. The RSC shall meet four (4) times per year.
- Section 2. The Regional Assembly shall be held (2) times per year in conjunction with the Winter and Summer RSC.
- Section 3. Special meetings may be called by the acting Chairperson of the RSC, and shall be called upon written request of members of the RSC. The purpose of the meeting shall be stated. No business other than that which is stated will be conducted. At least fourteen (14) days notice shall be given.
- Section 4. A quorum is required to conduct RSC Business. A Quorum is defined as a simple majority (51%) of the voting participants.
- Section 5. Any Area not represented at two consecutive RSC's shall be dropped from the quorum requirement.

Article XI Parliamentary Authority

In all areas not covered by the RSC By-Laws; the Twelve Traditions of NA, A Guide to Local Services of Narcotics Anonymous, the Twelve Concepts of Service, any special rules the Committee may adopt, Robert's Rules of Order will be used. The Twelve Traditions of NA shall always have precedence.

Article XII Amendment of By-laws

- Section 1. Any Area may propose an amendment to the By-laws at a regularly scheduled meeting of the PCRSC. The proposal must be submitted in writing. Discussion may occur if needed, the proposal will then be tabled until the next regularly scheduled RSC meeting, at which time the RCM's will vote their Area's Conscience. A 2/3 majority vote of the RCM's present is required to amend.
- Section 2. The amendment shall go into effect immediately upon its adoption unless the motion specifies a time otherwise.
- Section 3. When By-laws are amended, a Revised Version of the By-laws incorporating the amendments will be prepared and distributed by the Policy and Procedure Sub-committee.

Article XIV Funds

- Section 1. All moneys shall be maintained in a bank, subject to disbursement for paying obligations, with two (2) of the following officers signatures required on all disbursements:
 - A) Chairperson

- B) Vice-chairperson
- C) Secretary
- D) Treasurer

In the event one of the four signers on the Regional account is unable to fulfill that duty, the Regional delegate will become the fourth signer.

Section 2. The RSC budget shall be reviewed and revised, if necessary, by a budget committee consisting of RSC officers, Sub-committee Chairpersons, and any other interested members of NA. Presented at the Winter RSC for input, with voting for approval at the Spring RSC meeting. A 2/3 majority of voting members present shall be required for approval.

Section 3. Disbursements of RSC funds shall follow the currently approved RSC budget, unless approved by a 2/3 majority of voting members present.

Section 4. The RSC Prudent Reserve shall consist of the Operating Reserve and the Accrued Expenses.

A) Operating Reserve. The operating reserve shall be the quarterly allotments for PCRSC Officers, Sub-Committees and any other budgeted expenses with the exception of travel.

B) Accrued Expenses. Some expenses and special projects are not paid for on a quarterly basis, but rather on a semi-annual, annual, or other irregular time period. Each quarter the budgeted amount is set aside until the full amount of the expense is accumulated and due to be paid. The accrued amount shall never exceed the budgeted amount. Conference Agenda reports, General Liability Ins., the PO Box and Travel allotments are some examples of expenses to be accrued.

Section 5 Flow of Funds: At each RSC meeting the beginning bank balance is added to the income received at that meeting. From this balance the following items are subtracted in the following order:

1. Accrued Balance
2. Operating Reserve
3. Any event splits for NAWS and Southern Idaho Region
4. Budgeted Allotments

The remaining funds are the available funds. The available funds are the source for funding for special projects and any other one time money motions that are not provided for in the budget. Any remaining available funds at the end of the RSC Meeting are forwarded on to Narcotics Anonymous World Services, at the beginning of the following RSC.

Section 6. Division and disbursement of funds and merchandise from all Regional Events (with the exception of Pacific Northwest Convention) shall be as follows:

FUNDS:

- A) Outstanding bills
- B) Seed money
- C) 50% of remainder, or net, to RSC
- D) 25% of remainder, or net, to the hosting ASC
- E) 25% of remainder, or net, to the NAWS (check shall come to the RSC, to be forwarded to the NAWS).

MERCHANDISE:

- A) 50% of remainder to RSC Activities Sub-Committee
 - B) 50% of remainder to hosting Area Service Committee
- Section 7 Division and disbursement of Pacific Northwest Convention funds received by this body from the Pacific Northwest Convention be divided in one of the following ways:
- A) Hosted by Area of PCRSC
 - 1) 75% to Pacific Cascade RSC
 - 2) 25% to Host Area
 - B) Hosted by Area outside of PCRSC
 - 1) All funds to Pacific Cascade RSC

Article XV RSC Calendar

- Section 1. The RSC shall maintain a working calendar of Regional Service and World Service Conferences, Conventions, and workshops, as well as RSC bidding deadlines.
- Section 2. Bids for the Regional Service Conferences shall be submitted a minimum of six (6) months prior to the proposed date.
- Section 3. Bids for Regional Conventions shall be submitted a minimum of (1) year prior to the proposed date.
- Section 4. The calendar will be put together by the PCRSC Activities Sub-Committee Chairperson and/or the PCRSC Vice-Chairperson, and submitted to the PCRSC Secretary.
- Section 5. The calendar shall be published quarterly with the RSC minutes.

Article XVI Convention Chairpersons (PCRCNA/ PNWCNA /or future events to be named)

- Section 1. For the Pacific Cascade Regional Convention of NA (PCRCNA), or when the Pacific Cascade Regional Service Committee (PCRSC) hosts the Pacific Northwest Convention of NA (PNWCNA), or for future events, the PCRSC shall elect the Chairperson of the PCRCNA and PNWCNA, or future event. Hereafter referred to as the Convention Chairperson.
- A) The Clean Time Requirement for Convention Chairperson is five years.
 - B) Nomination Process
 - 1) At the PCRSC meeting prior to the meeting that will consider the nomination of the Convention Chairperson, announcement will be made to all RCM's and Sub-committees, including the prospective Convention Committee, to bring their nomination/recommendation to the PCRSC meeting that will consider the nomination of the Convention Chairperson.
 - 2) The duties and responsibilities for the Convention Chairperson as listed in the Bylaws, Procedural Motions and appropriate Guidelines,

- including the Event specific Committee Guidelines, shall be read prior to the solicitation of a nomination during the PCRSC meeting that will consider the nomination of the Convention Chairperson.
- 3) The Policies & Procedures Chairperson of the PCRSC will pass out PCRSC Service Resumes to all interested individuals.
 - 4) A nomination of a suitable individual may be made by any voting or nonvoting participant of the PCRSC, with the exception of the PCRSC Chairperson.
 - 5) All nominations must be seconded by a voting participant.
 - 6) Nominees for Convention Chairperson must be present at the time of their nomination during the PCRSC meeting that will consider the nomination of the Convention Chairperson.
 - 7) Nominees must have a willingness to serve and a working knowledge of The Twelve Steps of Narcotics Anonymous, The Twelve Traditions of Narcotics Anonymous, and The Twelve Concepts for Narcotics Anonymous Service.
 - 8) Nominees must also have recent active service participation on any of these levels of the Narcotics Anonymous Service Structure; Area, Region or World and should have some previous convention committee experience.
 - 9) A completed PCRSC Service Resume must be turned in for each nominee. Service Resumes must be complete and up-to-date. Previous resumes will not be accepted. Completed resumes must be given to the PCRSC Secretary prior to the close of the nomination process.
 - 10) Each nominee will read their Resume and may talk about their N.A. service experience.
 - 11) There will be a short Question and Answer period, of each nominee, from the Regional Committee Members (RCM)
 - a) The length of time for the Question and Answer period will be determined by the PCRSC Chairperson.
 - b) Questions shall pertain to the information on the nominee's PCRSC Service Resume or to that which is pertinent to the position itself.
 - 12) Closure of Nominations
 - a) A "Motion to Close Nominations" is required to close nominations for the position of Convention Chairperson.
 - b) The RCM's are to take the list of Nominees and their Service Resumes (from the PCRSC meeting minutes) back to their respective Area Service meetings for their Area's conscience on the election of the Convention Chairperson.
- C) The election of the Convention Chairperson will occur at the next regularly scheduled meeting of the PCRSC.
- 1) Nominees are not required to be present; however no person shall be elected in their absence without a letter of acceptance and an explanation of their absence in writing. We strongly encourage all nominees to be present during elections.

- 2) The Convention Chairperson shall be elected to serve a term that will begin at the end of the PCRSC during which the election took place and shall end six months after the conclusion of the convention or at the end of the regularly scheduled meeting of the PCRSC that takes place six months after the conclusion of the event, whichever is later.
- 3) A simple majority of the voting participants present shall be required to elect the Convention Chairperson. The PCRSC Chairperson shall only vote to alleviate a tie.
- 4) Ballots, Ballot Voting, and Ballot Counters.
 - a) The Policies and Procedures Committee is responsible for producing the ballot. Ballots are to be distributed to the voting participants during the election process.
 - 1) Ballot Form Requirements:
 - a) Date of Elections.
 - b) Name of Area represented.
 - c) Name of Voting Participant
 - d) Ballot vote will consist of a 'yes', a 'no', or an 'abstain'.
 - e) Basic Ballot Instructions.
 - 2) Ballot Counters and Tally.
 - a) Policies and Procedures Chairperson shall be one of the Counters and shall oversee the Ballot Tally.
 - b) PCRSC Chairperson shall appoint two (2) non-voting or observer members to be the other two ballot counters
 - c) Counters will hand ballots out to. And collect all ballots from, the voting participants.
 - d) (3) Counters will tally the ballots in private.
 - e) Policies and Procedures Chairperson will forward the election results to the PCRSC Chairperson.
 - 3) Tally Results.
 - a) The PCRSC Chairperson shall announce the results of the election the PCRSC.
 - b) Results of the election will be published in the Regional minutes.
 - c) The tally of the votes will not be announced in the PCRSC meeting nor will they be published in the Regional minutes. Ballots and tally totals shall be maintained in the Regional archives.

Section 2. The Convention Chairperson may be removed from office for non-compliance. A 2/3 vote of the voting participants present is required for removal. Non-compliance includes, but is not limited to:

- A) Non-fulfillment of the duties of the position.
- B) Loss of abstinence is an automatic resignation from the PCRSC.

Section 3. The Convention Chairperson shall follow the Guidelines as set forth by the PCRSC. The Convention Chairperson shall report on the activities of the convention as stated in these By-Laws.

Section 4. Within six months after the formation of the convention committee, the Convention Chairperson committee will attend the next regularly scheduled meeting of the PCRSC.

- A) At this meeting of the PCRSC, the Convention Chairperson shall present a written proposed budget of all expenses and revenues of the convention to the PCRSC.
- B) The PCRSC will vote on a motion to adopt the proposed budget.

Section 4. The Chairperson or the Vice-Chairperson or the Treasurer of the convention will attend each regularly scheduled meeting of the PCRSC from the time of the election of the Convention Chairperson until six months after the conclusion of the event.

- A) At these meetings the Chairperson or the Treasurer of the convention will report on the activities of the convention, including the proposed budget.

Section 5. Within six months after the conclusion of the PNWCNA, the Convention Chairperson will attend the next regularly scheduled meeting of the PCRSC.

- A) The Convention Chairperson shall present a report to the PCRSC including a written summary of all actual expenses and revenues of the convention and a comparison of the adopted proposed budget to the actual expenses and revenues.

Section 6. In the event that the position of Convention Chairperson becomes vacant for any reason, an Interim Convention Chairperson can be appointed by the convention committee but shall be elected by the PCRSC.

- A) Nomination and election may be done (but is not required to be) at the PCRSC meeting at which the position becomes open.
- B) Election of an Interim Convention Chairperson shall follow the general procedures outlined in Section 1. These procedures include reading of the Duties, submission of Service Resume, a Question & Answer session, and election by Ballot.
- C) The term of office for an Interim Convention Chairperson shall be for the remainder of the unfulfilled position as stated in Section 1, C, 2.