PACIFIC CASCADE REGIONAL ACTIVITIES
Sub-Committee Guidelines

ARTICLE 1 PURPOSE:

A. To support areas within this region in carrying the message of NA, by promoting unity through communication, funds (i.e. grants, seed money, merchandise) and sharing experience. strength and hope.

B. To provide donations to the PCRAC of all funds generated over and above the $1,500 working capital to help support the operations of the region.

C. To host the Pacific Cascade Regional Conferences in the absence of an approved host bid.

ARTICLE 2 MEMBERSHIP AND OPERATIONS:

A. The Pacific Cascade Regional Activities Committee (PCRAC) shall be comprised of, and open to all interested members and trusted servants in the NA fellowship. Membership in the PCRAC shall be limited to members of NA.

B. A committee member shall become a voting member of the PCRAC after making a verbal commitment to service before the committee. Commitment to service shall entail regular attendance at the PCRAC and responsibility to accepted tasks. Each voting member, except the chair, shall have one vote. The chair votes only In case of a tie. A maximum of two votes per area will be allowed.

C. The PCRAC will hold regular meetings quarterly at the Regional Service Conference. Special meetings may be called by a simple majority vote or at the request of the chair.

D. Contracts involving the PC RAC shall be signed by a duly appointed representative member of the PCRAC.

E. The PCRAC shall maintain a working capital of $1,500 to be kept in a checking account.

F. The PCRAC may host fund raising activities, as needed, to maintain its working capital.

G. Each check requires the signature of two of the following:
1. Chairperson
2. Vice-chairperson
3. Secretary
4. Treasurer
5. Regional Treasurer

H. Disbursement of funds will be:
1. All monies over $1,000 shall be turned over to the regional treasurer for deposit into the regional account.
2. Request for financial assistance under $50 can be disbursed by the approval of any two PCRAC members attending the last RSC. and one of the PCRAC executive committee members. Monies under $50 are considered grants and need not be paid back to the PCRAC.
3. Over $50 but under $201, need to be approved by a majority of the PCRAC attending the last RSC and will be considered seed money.
4. Over $201 but under $501 needs to be approved by the majority PCRAC plus the regional treasurer and regional vice-chairperson. This money will be considered seed money.
5. All requests for monies over $501 need to be presented at the PCRAC meeting and approved by the PCRAC. This money will be considered seed money.
6. All checks for seed money are to be written to a committee or group (not to individuals). The seed money must be deposited Into a two signature checking account.
7. Reimbursement of seed money to be returned to the PCRAC Treasurer within 30 days of the event.
8. A close out report of the event shall be submitted to the PCRAC.

ARTICLE 3 DISBURSEMENT OF DONATED MERCHANDISE

A. Donated merchandise to be held by one of the officers of the PCRAC.

B. Requests from groups or committees for 5 or less donated items can be disbursed by the approval of any two PCRAC members attending the last RSC and one of the PCRAC executive committee members. These items are considered grants and need not be paid back.

C. For approval of requests for more than 5 items (donations or purchases), the group or committee must attend the PCRAC meeting at the RSC.

D. Merchandise can be sold at prices determined by the PCRAC for deposit in said checking account.

ARTICLE 4 PCRAC WALKIE TALKIES

A. Point of accountability is to be the Activities Sub-Committee Chair.

ARTICLE 5 OFFICERS DUTIES

A. Chairperson
1. Must have two years continuous clean time,
2. Understands the Rules of Order adopted by the PCR.
3. Is one of the signers on the PCRAC checking account.

4. Presides over the PC HAC meetings, keeping focus of meeting on agenda.
5. Responsible for bimonthly/quarterly mailings of activity updates to all areas. Info. to include dates of activities, questions and concerns of other committees, phone numbers of current PCRAC members.

B. VICE-CHAIRPERSON
1. Must have one year continuous clean time.
2. Understands the Rules of Order adopted by the POR.
3. Is one of the signers on the PCRAC checking account.
4. Assists Chairperson in their performance of duties.
5. Fills in for the absence of an officer at the PCRAC.
6. Coordinates rental of PCRAC button machine.

C. SECRETARY
1. Must have one year continuous clean time.
2. Is one of the signers on the PCRAC checking account.
3. Records minutes at all PCRAC meetings and distributes them via the mail to members in attendance at the last PCRAC meeting, including executive committee members.
4. Archives previous minutes, motions. etc.

D. TREASURER
1. Must have two years continuous clean time.
2. Is one of the signers on the PCRAC checking account.
3. Reports all contributions and expenditures at every PCRAC meeting.
4. Responsible to continuously maintain and balance the PCRAC checking account, retaining all receipts for expenditures and deposits.

ARTICLE 6 NOMINATIONS AND ELECTIONS

A. Nominations for PCRAC officers to be taken in April and voted on in July.

B. Suggested that the chairperson and treasurer to have attended four (4) consecutive PCRAC meetings.

C. Suggested that the vice-chairperson and secretary to have attended two (2) consecutive PCRAC meetings.

ARTICLE 7 SUGGESTED AGENDA FOR PCRAC MEETING

A. Open with a moment of silence and Serenity Prayer.

B. Read the 12 Traditions and/or 12 Concepts.

C. Take roll of voting and non-voting members.

D. Read, amend if needed, minutes of last meeting.

E. Officer reports.

F. Area reports.
G. Old Business.
H. New Business.
I. Announcements.
J. Schedule next meeting.
K. Close with group hug and prayer.

Adopted by PCRSC, April 1997, motion #6