

OK REGION.



OK REGIONAL SERVICE COMMITTEE BYLAWS

Incorporating the OK.RSC Rules of Order,
and including
Reference 1: The Twelve Steps, Traditions and Concepts
Reference 2: How To Use The Rules of Order

December 17, 2002

Any committee or board is welcome to use these. We hope they help.



INTRODUCTION

The purpose of any service structure or committee in the OK Region is to help the addict gain and maintain recovery through the fellowship of NA. In these Bylaws, guidelines necessary to support the OK Region Groups, Areas, and Region may be found so that they can act together for this common good. These Bylaws simply consolidate in one place suggested service guidelines and procedures that seem to work, and reflect the current working relationships of trusted servants and service committees.

There are no ruling bodies in NA - only trusted servants and the committees on which they serve.

The OK.RSC is directly responsible to those it serves - the OK Region.

The OK.RSC will be ever mindful of the spiritual principles expressed in the Twelve Steps and Twelve Traditions and Twelve Concepts of NA.

For more information regarding the NA service structure as a whole, see the current service manual of NA.

Included are two references. These are included here for convenience for they cannot be amended by the OK.RSC. Reference 1 includes the Twelve Steps, the Twelve Traditions, and the Twelve Concepts; and Reference 2 is How to Use Rules of Order (an abbreviation of Robert's Rules).

The words "trusted servant" and "member" are used interchangeably in this document. Neither denotes an official position.

* * * * *

The OK.RSC Bylaws were first adopted on July 13, 1986. This printing, dated "As of 7-1-02", includes all amendments to date that have been adopted in accordance with the procedures in these Bylaws.

In service,

The OK.RSC

ABBREVIATIONS

ASC	Area Service Committee
RCM	Regional Committee Member
BOD	Board of Directors
GSR	Group Service Representative
H&I	Hospitals & Institutions
OK	Oklahoma
NA	Narcotics Anonymous
OK.RSC	Oklahoma Regional Service Committee
OK.RSO	Oklahoma Regional Service Office
PI	Public Information
RSC	Regional Service Committee
RSO	Regional Service Office
RD	Regional Delegate
WSC	World Service Conference
WSO	World Service Office



TABLE OF CONTENTS

INTRODUCTION.....	1
ABBREVIATIONS	2
TABLE OF CONTENTS.....	3
I. DESCRIPTION.....	8
A. The OK Region	8
B. The OK Regional Service Committee	8
II. PURPOSES AND RESPONSIBILITIES	8
A. To provide the structure to carry the message.....	8
B. To administer and coordinate.....	8
C. To serve as a link.....	8
D. To facilitate work.....	8
E. To facilitate communications.....	8
F. To contribute to the growth	8
G. To maintain Traditions & Concepts.....	8
H. RD & RD-Alt support.....	8
I. RD & RD-Alt vote at WSC.....	9
J. Attendance at WSC workshops	9
K. To assist trusted servants.....	9
L. To assist subcommittees and ad hoc subcommittees.....	9
M. To be the voice and conscience.....	9
N. To protect autonomy	9
O. To manage its business	9
P. Logo.....	9
III. FINANCIAL.....	9
A. Flexible and fulfill responsibilities	9
B. Steady flow of funds.....	9
C. Funds coming to the OK.RSC.....	10
D. Purchase of real or personal property.....	10
E. Disbursement of real or personal property.....	10
F. Prudent reserve	10
G. All OK.RSC spending.....	10
H. Anyone having a concern	10
I. All petty cash, merchandise, or property.....	10
J. Expenses of OK.RSC trusted servants.....	10
K. Any funds advanced	10
L. Any funds generated.....	10
M. OK.RSC account signatures	11
N. Accurate reporting.....	11

O.	Dissolution or liquidation	11
P.	Individual benefit	11
Q.	OK.RSC funds as personal funds	11
R.	Emergency funds	11
S.	Funds available to subcommittees	11
T.	Subcommittees responsibilities	11
U.	Subcommittee written report	11
IV.	BUSINESS MEETINGS	11
A.	Regular Meetings	11
B.	Special Meetings	12
C.	The agenda	12
D.	A quorum	12
E.	Parliamentary procedure	12
F.	No fees or dues	12
V.	VOTING RIGHTS AND PROCEDURES	12
A.	The voting members	12
B.	Non-voting members	13
C.	Voting Procedures	13
D.	Voting Rights	13
VI.	RULES OF ORDER	14
A.	A quorum must be present to conduct OK.RSC business.	14
B.	Chairing a business meeting	14
	In the absence of the chair	14
C.	Motions and debate	14
D.	The type of majority required to adopt or defeat a motion	15
	simple majority	15
	2/3 majority	15
	2/3 majority with previous written notice	16
E.	The set of members to which the majority proportion applies	16
VII.	ELECTIONS	16
A.	RSC-elected positions and when	16
B.	Non RSC-elected positions	17
C.	To be elected	17
D.	Terms of office	17
E.	Succession	17
F.	No requirement to be from certain areas	18
G.	Position left vacant	18
H.	Care taken when selecting persons	18

VIII.	VACANCIES.....	18
	A. Election to fill vacancy.....	18
	B. Intent to fill	18
	C. Vacancy of OK.RSC chairperson.....	18
	D. Vacancy of RD.....	18
	E. Assigned by the OK.RSC chair.....	18
	F. Vacancy filled terms of office	18
IX.	REMOVAL OR RESIGNATION FROM OFFICE	18
	A. 2/3 majority vote	18
	B. RCM removal.....	19
	C. Relapse.....	19
	D. BOD removal	19
	E. Committee or board removal	19
	F. Absences	19
	G. Subcommittee removal	19
	H. OK.RSO Treasurer removal.....	19
X.	DUTIES AND QUALIFICATIONS OF OK.RSC TRUSTED SERVANTS	19
	A. In general.....	19
	3. Clean Time:.....	20
	B. Regional Delegate	20
	C. Regional Delegate-Alternate	21
	D. Chairperson	21
	E. Vice Chairperson	22
	F. Treasurer	22
	G. Secretary	23
	H. Standing Subcommittee Chairperson	24
	I. Regional Committee Member	24
	J. OK.RSO BOD Chairperson.....	25
	K. RSC-elected OK.RSO BOD Directors.....	25
XI.	STEERING COMMITTEE.....	26
	A. Shall be comprised of	26
	B. Make recommendations to the OK.RSC	26
	C. Subject to the orders of the OK.RSC	26
	D. Meeting times	26
	E. Recommended removal or suspensions.....	26
	F. Written report.....	26
XII.	REGIONAL SERVICE OFFICE.....	26
	A. Description, Incorporation and Tax Status	26
	B. Purposes and Responsibilities	27
	C. Financial	28

XIII.	STANDING SUBCOMMITTEES.....	29
A.	Description.....	29
1.	Hospitals and Institutions (H&I) Subcommittee	29
2.	Literature Subcommittee	29
3.	Public Information (PI) Subcommittee	29
4.	Activities Subcommittee	30
B.	Purposes and Responsibilities	31
C.	Financial	31
D.	Business Meetings.....	32
E.	Voting and Members.....	32
F.	Election and Removal of Officers.....	32
G.	Duties and Qualifications of Officers	33
1.	Chairperson.....	33
2.	Vice-chairperson.....	33
3.	Website Contact.....	34
4.	Other subcommittee officers.....	34
XIV.	AD HOC AND SPECIAL SUBCOMMITTEES.....	35
A.	Formed by OK.RSC as necessary	35
B.	Responsible to OK.RSC	35
C.	Funds.....	35
D.	Meetings	35
E.	Carry no vote	35
F.	Chairperson appointed by OK.RSC	35
G.	Other member selection.....	35
H.	Routine affairs.....	35
I.	Length of existence.....	35
J.	Written report	35
XV.	AUTHORITY.....	35
A.	Bylaws supersede all service documents	35
B.	Bylaws supersede motions	35
C.	Bylaws never supersede Traditions & Concepts.....	35
D.	OK.RSC accountable to fellowship	36
XVI.	AMENDMENT OF BYLAWS	36
REFERENCE 1 - STEPS, TRADITIONS, CONCEPTS.....		1.1
A.	The Twelve Steps	1.2
B.	The Twelve Traditions.....	1.3
C.	The Twelve Concepts	1.4



REFERENCE 2 - HOW TO USE RULES OF ORDER.....	2.1
CHAIRING A MEETING.....	2.2
THE PROCESS - THE MAKING AND DISPOSING OF MOTIONS.....	2.3
CLASS (TYPE), PRECEDENCE, AND ORDER OF MOTIONS.....	2.5
TO REMOVE A PENDING MOTION FROM THE FLOOR.....	2.7
TO REDRESS or TO DECIDE OR DISCUSS SOMETHING AGAIN.....	2.8
RECESS OR ADJORN.....	2.9
BYLAWS, RULES OF ORDER, AND STANDING RULES.....	2.9
ALSO KNOWN AS.....	2.10
DESCRIPTION OF MOTIONS.....	2.11



I. DESCRIPTION

A. The OK Region

1. The OK Region is a duly organized and existing Region as described by the current service manual of NA.

The OK Region was formed in June of 1985 by the East Area of Oklahoma and the West Area of Oklahoma, both formerly of the Mid-America Region and of the Joint Area Service Committee (JASC) of Oklahoma (sort of a sub-region). The OK Region was recognized by the WSC at the WSC annual meeting of 1986 and has remained a voting member in good standing ever since.

2. The boundaries of the OK Region shall in general be the boundaries of the recognized Areas.
3. The OK Region shall be comprised of recognized Areas. Areas are "recognized" by the OK.RSC.
4. The number of recognized Areas in the OK Region shall be flexible according to the needs of the Groups, Areas, and Region. The number of and/or boundaries of recognized OK Areas may be changed by a 2/3 majority vote of the OK.RSC after proposed changes have been presented to the OK.RSC. (same as VI.D.2.e. page 15, see also II.N. page 8)

B. The OK Regional Service Committee

The OK.RSC is the service committee of the OK Region of NA.

II. PURPOSES AND RESPONSIBILITIES

- A. To provide the structure necessary to carry the NA message of recovery so that those still suffering may find recovery through the fellowship of NA in the OK Region.
- B. To administer and coordinate the business and activities common to the welfare of recognized Areas within the OK Region; to support the common needs of these Areas; to resolve any situations that cannot be handled by these Areas; and, to unify these Areas.
- C. To serve as a link between the recognized OK Areas and the WSC of NA.
- D. To facilitate work to be finalized at the WSC.
- E. To facilitate communications with other Regions.
- F. To contribute to the growth of NA in the OK Region.
- G. To maintain the Twelve Traditions and Twelve Concepts of NA in the OK Region.
- H. To elect and provide the RD and RD-Alt with support and assistance in the course of their duties.



- I. To provide through the RD, or in his/her absence the RD-Alternate, a vote reflecting OK Region conscience at the World Service Conference business meeting. Currently the WSC only holds one voting session annually, around the end of April.
- J. To support, as feasible, the attendance of OK.RSC trusted servants at WSC workshops.
- K. To assist all OK.RSC trusted servants in the performance of their duties.
- L. To assist and support the OK.RSC subcommittees and any ad hoc subcommittees in the performance of their duties.
- M. To be the true voice and true conscience of NA unity within its boundaries.
- N. To protect and respect the autonomy and privilege of dissent of any or all NA Groups, NA Areas, and any and all voting members of the OK.RSC.

Although the OK.RSC may offer advice and suggestions, the OK.RSC does not have binding authority over the decisions or activities of any ASCs or any Groups, other than in I.A.3&4 page 8. However, it is suggested that any decision or activity that affects more than one Area be brought before the OK.RSC for guidance, discussion, handling and/or approval.

- O. To manage its business responsibly, with mature judgment, timing and execution.



- P. To own the OK Region logo (also as shown in the top right corner of this page combined with the WSO-copyrighted NA ).

The OK Region logo was adopted in the first half of 1988 and is the property of the Oklahoma Regional Service Committee. The WSO was officially notified of the logo in April 1989. The OK.RSC is responsible to insure that the logo is used properly and only when approved by the OK.RSC. (See World Service Guidelines for the proper use of the logos NA, NA Way, etc. and any other copyright issues.)

III. FINANCIAL (also applies to subcommittees, XIII.C. page 31)

Current NA policy suggests that money flow from Member to Group, Group to Area, Area to Region, and Region to World, with the greater percentage staying "close to home" and/or where the message of recovery can best be carried.

One of the benefits of a working service structure is that financial support can flow where it is most needed.

- A. The flow of properties and/or assets through the OK.RSC shall be flexible and shall be to fulfill its responsibilities.
- B. A steady, reliable flow of funds must be available for the OK.RSC to fulfill its responsibilities.



The OK.RSC is dependent on contributions from Members, Groups, Areas, and donations from fund raisers. These contributions are voluntary and the OK.RSC welcomes whatever amount each Member, Group, or Area deems appropriate.

- C. Funds coming to the OK.RSC, whether through a Member, Group, Area, fundraiser, literature or merchandise, will be handled with respect and prudence. Each donation has been contributed in generosity and because of a commitment to and a belief in NA recovery.
- D. For the purpose of carrying out its responsibilities, the OK.RSC may acquire by purchase or by donation any real or personal property.
- E. For the purpose of carrying out its responsibilities, the OK.RSC may transfer, sell, mortgage, or otherwise use its real or personal property.
- F. A prudent reserve is maintained (three months' expenses). At each regular OK.RSC meeting, any surplus funds should be disbursed, by majority vote of the OK.RSC, to other NA entities, such as the WSC or an OK Region ASC, or to support any special need in the OK Region. (same as VI.D.1.b. page 15)
- G. All OK.RSC spending shall be approved by the OK.RSC by majority vote. (same as VI.D.1.b. page 15)

However, subcommittees managing OK.RSC events or tasks may have the authority granted to them to have the latitude to spend OK.RSC funds for the purposes of putting on the event or accomplishing their task as long as these expenses are first approved by the appropriate subcommittee.

- H. Anyone having a concern about RSC or subcommittee finances may bring that matter before the subcommittee and/or OK.RSC as a whole. In addition, since the OK.RSO maintains the OK.RSC's checkbook, any concerns the OK.RSO treasurer has shall be brought to the subcommittee and/or the OK.RSC.
- I. All petty cash, merchandise, or property in the custody of a trusted servant, subcommittee or the OK.RSC will be properly maintained and accounted for.
- J. Expenses of OK.RSC trusted servants to be reimbursed must have receipts.
- K. Any funds advanced in anticipation of expected expenses will be verified by receipt submitted to the OK.RSC and any unused funds will be returned.

- L. Any funds generated in excess of expenses shall be turned over to the OK.RSC. Although a standing committee may make a recommendation for its use, the final decision rests with the OK.RSC. Likewise, if expenses are higher than income; the deficit is absorbed by the OK.RSC as long as there has been no misconduct.
- M. Any OK.RSC bank account and/or checks will require two signatures.
- N. Accurate reporting of all funds and properties, incoming and outgoing, shall be maintained and such reporting will be made available as necessary.
- O. On dissolution or liquidation, all properties and assets of the OK.RSC remaining after payment or provision for all debts and obligations shall be distributed to the recognized Areas within the OK Region and the WSC of NA, at the discretion of the OK.RSC.
- P. No part of the properties or assets of the OK.RSC shall inure to the benefit of any individual, any member, or any trusted servant of the OK.RSC.
- Q. OK.RSC funds shall never be used as personal funds.
- R. Emergency funds (when the standard method of obtaining approval is unavailable) can be issued upon approval of three OK.RSC officers.
- S. Funds will be made available to subcommittees from the OK.RSC treasury by the OK.RSC as appropriate and as approved.
- T. Each subcommittee will be responsible for maintaining their financial records, collecting receipts for expenses, handling registrations and merchandise, arranging deposits, arranging for checks to be cut for payment of expenses and managing petty cash.
- U. A written report of receipts and disbursements of the each subcommittee shall be submitted to the RSC treasurer prior to each regular OK.RSC meeting.

IV. BUSINESS MEETINGS

- A. Regular Meetings
 - 1. Shall be held on the second full weekend of every other month (February, April, June, August, October, and December), unless otherwise requested by the OK.RSC or by the Steering Committee.
 - 2. The location of regular meetings shall be selected by the OK.RSC and shall be held in locations with an active NA community.
 - 3. These shall be announced as far in advance as possible.

B. Special Meetings

1. May be called by the OK.RSC chair, and/or may be called by the request of a majority of the voting members of the OK.RSC.
2. The purpose of the meeting shall be stated in the call. No business other than that mentioned in the call will be conducted.
3. The location of a special meeting shall be selected by the OK.RSC.
4. At least 10 days' notice shall be given.

C. The agenda of the OK.RSC meetings shall be prepared by the OK.RSC chair assisted by the Steering Committee. (same as X.D.2. page 21, also XI.B. page 26)

D. A quorum must be present to conduct business. The OK.RSC defines its quorum as "a majority of the currently-filled OK.RSC voting positions, including the chair, whether or not in attendance." (same as VI.A. page 14 and V.A.1.c. page 12)

E. Parliamentary procedure is used to conduct a business meeting. For more information on the rules of order and how to conduct a meeting, see VI. Rules of Order on page 14 and Reference 2.

F. No fees or dues are required for any kind membership or attendance at a business meeting.

V. VOTING RIGHTS AND PROCEDURES

A. The voting members of the OK.RSC are:

1. Officers
 - a. RD
 - b. RD-Alt
 - c. Chairperson (who may only vote to make or break a tie, but is included in determining whether a quorum has been met) (same as VI.A. page 14, IV.D. page 12, and V.D.8. page 13)
 - d. Vice Chairperson
 - e. Secretary
2. Standing Subcommittee Chairpersons (also XIII.E.2. page 32 and V.D.6. page 13)
3. Voting representatives from each "recognized" Area, currently 4 votes per Area (see V.D.1. page 13)
4. OK.RSO Board of Directors Chairperson or another as selected by the OK.RSO BOD Chairperson (same as X.J.1. page 25)

B. Non-voting members

The non-voting members of the OK.RSC shall be all others in attendance (which might include RSC-elected RSO Directors, any Event Chairpersons, any Ad Hoc Chairpersons, GSRs, etc.)

C. Voting Procedures

Voting, whether by voice, show of hands, etc., shall be determined by the OK.RSC chairperson or by a motion from a member. Traditionally, the "show of hands" procedure has been used by the OK.RSC.

D. Voting Rights (see V.A. page 12)

1. No OK.RSC officer or subcommittee chair shall carry more than one vote. The Areas are exempt from this provision and may choose to have one person carry all of their votes (see V.A.3. page 12)
2. No OK.RSC trusted servant shall hold more than one voting position at the OK.RSC at one time.
3. When an OK.RSC officer or subcommittee chairperson is not in attendance, voting rights may pass to their alternate or vice person but not to their temporary designated replacement.
4. An RSC-elected OK.RSO director does not hold a vote at the OK.RSC as an OK.RSO director. Each RSC-elected OK.RSO director does hold a vote on the OK.RSO Board of Directors. (same as X.K.1.&2. page 25)
5. An ad hoc subcommittee chairperson does not carry a vote to the OK.RSC. (same as XIV.E. page 35)
6. It is suggested that the subcommittee chairperson not vote in subcommittee meetings. In this way, the chair can conduct business impartially and there will not be a duplication of voting since the subcommittee chairperson does carry a vote to the OK.RSC. (same as XIII.E.2. page 32 and V.A.2. page 12)
7. Voting rights and procedures within a subcommittee may be determined by the subcommittee. (same as XIII.E.3. page 32)
8. The Chair may vote only to make or break a tie. (same as V.A.1.c. page 12)

VI. RULES OF ORDER

The OK.RSC utilizes parliamentary procedure as described in Robert's Rules to conduct business at its meetings. The intent of using parliamentary procedure is to provide an orderly way to conduct business, to protect each member's rights, to protect the OK.RSC's rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance not hinder the accomplishment of work of the OK.RSC.

The OK.RSC chose to either deviate from or expand on some of Robert's Rules of Order in May 1988. Those deviations follow with the original from Robert's noted in small print. In addition, see the Section V. on Voting Rights and Procedures, page 12, and Reference 2 to these Bylaws on How To Use Rules of Order.

- A. A quorum must be present to conduct OK.RSC business. A quorum is defined as a majority of OK.RSC voting members whether in attendance or not, including the chair, in currently filled positions. (same as IV.D. page 12 and V.A.1.c. page 12)

- B. Chairing a business meeting

The OK.RSC chair leads a business meeting using parliamentary procedures.

In the absence of the chair, the vice chair assumes the chair. In the absence of the chair and the vice chair, the RD assumes the chair. In the absence of the chair, vice chair, and RD, the secretary assumes the chair until the immediate election of a temporary chair. (same as X.B.2. page 20, X.E.2. page 22, X.D.3. page 21, and X.G.2. page 23)

- C. Motions and debate

1. No member may make two motions at the same time.
2. Both voting and non-voting members have the right to introduce motions and participate in debate.
3. Motions should be concise and worded carefully. Once a motion has been made and seconded the floor shall be open for discussion.
4. No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. (Robert's = a member can only speak twice on a motion and cannot speak for the second time until all others have exercised their rights of debate.)
5. There shall be a time limit on debate by any member. No member may speak longer than three (3) minutes on a motion for each time they are recognized by the Chair to speak. (Robert's = 10 minutes)
However, the Chair may exercise discretion to extend the time limit when in the Chair's opinion such action is warranted. To otherwise extend debate, a motion (Extend or Limit Debate) must be adopted.

6. There shall be a limit on debate of the number of speakers on any motion. There shall be no more than three (3) members to speak in favor (pro) of any motion and no more than three (3) members to speak in opposition (con) of any motion. (Robert's = unlimited number)

However, the Chair may exercise discretion to extend the number of speakers when in the Chair's opinion such action is warranted. To otherwise extend debate, a motion (Extend or Limit Debate) must be adopted.

7. The OK.RSC limits debate on the motion Appeal The Chair to 1 pro/1 con with Chair always the con. (Robert's = unlimited)
8. The OK.RSC allows for the postponement of a matter (Postpone Definitely) for up to six (6) months. (Robert's = not beyond the end of the next session)
9. An adopted main motion shall take effect at the close of the OK.RSC business meeting, unless otherwise stated in the motion.

D. The type of majority required to adopt or defeat a motion

1. Motions generally only require a **simple majority** ("more than half"; note the OK.RSC applies the majority to all voting members present whether choosing to vote or not) (same as VI.E. page 16). Specifically:
 - a. Limit or Extend Debate only requires a simple majority (Robert's = 2/3)
 - b. Motions about spending (also III.F.&G. page 10)
 - c. Elections, provided it is a regularly scheduled election or notice to fill has been given (also VII.C.1. page 17)
 - d. Recommend that an ASC review their voting representative's performance. (same as IX.B. page 19)
 - e. Recommend that the OK.RSO BOD review a director's performance. (same as IX.D. page 19)
2. Motions that require a **2/3 majority** ("at least 2/3"; note the group to which the OK.RSC applies this is "all voting members present whether choosing to vote or not" same as VI.E. page 16) are:
 - a. Amend Something Previously Adopted (Robert's = majority with notice or 2/3)
 - b. Amend the Temporary Working Guide to the Service Structure (or subsequent service document) (similar to Robert's Amend the Bylaws = 2/3)
 - c. Amend the service structure (similar to Robert's Amend Something Previously Adopted = majority with notice or 2/3)

- d. Approve recovery literature (Robert's = majority)
 - e. Change the number or boundaries of the Areas (Robert's = majority) (also I.A.4. page 8)
 - f. Discharge a Committee (Robert's = majority with notice or 2/3)
 - g. Lay on the Table (Robert's = majority)
 - h. Reconsider (Robert's = majority)

 - i. Remove anyone from office (same as Robert's) (see also IX. page 18 and XIII.F.4. page 32)
 - j. Remove or change previously-adopted recovery literature (similar to Robert's Amend Something Previously Adopted = majority with notice or 2/3)
3. Motions that require a **2/3 majority with previous written notice:**
- a. Amend the OK.RSC Bylaws (Robert's = 2/3) (same as XVI. page 35)
- E. The set of members to which the majority proportion applies (whether simple, 2/3, 3/4) shall be "the voting members present at the time of the vote, whether choosing to vote or not." (same as VI.D.1.&2. page 15)

VII. ELECTIONS

- A. RSC-elected positions and when
- 1. The OK.RSC positions to be filled at the regular meeting in December shall be the chair, vice chair, and secretary.
 - 2. The OK.RSC positions to be filled at the regular meeting in June shall be the RD and RD-Alternate (if necessary, see also VII.D.1. page 17), and subcommittee chairpersons for Literature, Activities, PI, and H&I. (same as XIII.F.1. page 32)
 - 3. At the regular June meeting, three persons will be elected to serve as directors on the OK.RSO Board of Directors. (same as XII.B.3. page 27)
 - 4. At the regular February meeting, the convention chair for the following year will be elected.
 - 5. At the regular April meeting, the campout chair for the following year will be elected.
 - 6. At the regular October meeting, the retreat chair for the following year will be elected.

7. To repeat VII.1. through VII.6. above (same as XIII.F.1. page 32):
 - February - convention chair
 - April - campout chair
 - June - three directors for the RSO
 - RD
 - RD-Alt
 - Subcommittee chairs for Literature, Activities, PI and H&I
 - October - retreat chair
 - December - chair, vice chair, secretary
 8. Subcommittees are encouraged to make nomination(s) for subcommittee chair. (same as XIII.F.2. page 32)
- B. Non RSC-elected positions
1. The OK.RSO Board of Directors chairperson is elected by the OK.RSO BOD in accordance with the OK.RSO Bylaws. And some other Directors are elected by the RSO (same XII.B.3. page 27)
 2. The ASCs elect their voting representatives, using their own procedures and guidelines.
- C. To be elected
1. A simple majority is required to elect a person to a position. (same as VI.D.1.c. page 15)
 2. The nominee must be present at the OK.RSC meeting to respond to any questions regarding qualifications, willingness to serve, etc.
- D. Terms of office
1. OK.RSC-elected trusted servants serve a term of one year with the exception of the RD and RD-Alt who serve a two-year term, or until their successors are elected. All terms of office shall begin at the end of the regular meeting at which they are elected.
 2. No OK.RSC-elected trusted servant shall be eligible to serve more than two full terms consecutively in the same office. (also VIII.F. page 18)
 3. It is suggested that trusted servants while holding an office at the OK.RSC not hold an office at the Area or World level, with the exception of the RD and RD-Alt.
- E. Succession
1. The OK.RSC vice chairperson position is an office unto itself, and therefore the vice chairperson does not automatically succeed the OK.RSC chairperson at the expiration of the chairperson's term.
 2. The RD-Alt, after OK.RSC approval, will assume the position of the RD at the expiration of the RD's term. However, it is suggested the RD-Alt have served at least one year as Alternate prior to assuming the RD duties.

- F. There is no requirement that the RD and RD-Alt be from different Areas, nor are there any requirements that the officers or subcommittee chairs be from certain Areas.
- G. If there is no one who has the qualifications, clean time or willingness to serve, a position may be left vacant until such time as there is a willing and qualified nominee.
- H. It is recommended that the utmost care be taken when selecting persons to serve, particularly any person who will handle money or merchandise or who will interact with people or businesses outside the NA fellowship. (also XIII.F.5. page 32)

VIII. VACANCIES

- A. An election to fill a vacancy in an office shall occur within two regular OK.RSC meetings after the vacancy arises.
- B. Notice of intent to fill a vacancy shall be provided.
- C. In the case of a vacancy in the office of OK.RSC chairperson, the OK.RSC vice chairperson shall assume the duties of OK.RSC chairperson until the end of the regular meeting at which the OK.RSC chairperson is elected.
- D. In the case of a vacancy in the office of RD, the RD-Alt shall assume the duties of the RD until the end of the regular meeting at which the RD is elected.
- E. When an office is vacant, and there is no one willing or able to serve, the duties of the vacant position shall be assigned to another trusted servant as recommended by the OK.RSC chair when the vacant position is an officer and as recommended by the OK.RSC vice chair when the vacant position is a subcommittee chairperson.
- F. When a vacancy is filled, the term of office is until the next regularly scheduled election. Whether or not a short (less than one year) term counts as one of the "two consecutive full terms" will be decided by the OK.RSC when the situation arises. (also VII.D.2. page 17)

IX. REMOVAL OR RESIGNATION FROM OFFICE

- A. An OK.RSC officer, RSC-elected OK.RSO BOD director, or OK.RSC subcommittee chairperson may be removed from office by a 2/3 majority vote of the OK.RSC. (same as VI.D.2.i. page 15 and XIII.F.4. page 32)
 - 1. Some reasons for such action may include but are not limited to: breaking the law; mismanagement of NA funds; not fulfilling the duties of the office; attendance; and/or jeopardizing the NA fellowship.
 - 2. If the reasons for such action are of a highly personal or embarrassing nature, the discussion of such action may be more discreetly handled by the OK.RSC Steering Committee or other OK.RSC ad hoc committee.

- B. An RCM can not be removed from office by the OK.RSC. However, if there are problems, the OK.RSC (by majority vote) may recommend that the appropriate ASC seek a solution. (same as VI.D.1.d. page 15)
- C. Relapse constitutes automatic resignation in any office.
- D. An OK.RSO BOD-elected director cannot be removed from office by the OK.RSC, however, the OK.RSC may request (by majority vote) an OK.RSO BOD review of that director. (same as VI.D.1.e. page 15)
- E. The OK.RSC may vote (by 2/3 majority) for the removal of any OK.RSC-elected person serving on a committee or board upon receipt of a recommendation from that committee or board. (same as VI.D.2.i. page 15 and XIII.F.4. page 32)
- F. Absences: at the meeting following two consecutive missed meetings, the RSC can exercise its discretion and remove a person by 2/3 majority. If the person is removed, an intent to fill notice is given. (same as VI.D.2.i. page 15)
- G. Because the OK.RSC is ultimately responsible for the actions of any of its subcommittees, the OK.RSC may exercise its authority, for a substantial reason such as misconduct, misappropriation of funds or merchandise, to remove an officer or a member from a subcommittee by a 2/3 majority vote, even if they were not originally elected by the OK.RSC. (This however does not extend to OK.RSO-elected directors as above in IX.D. or Area voting representative(s) in IX.B.) (same as XIII.F.4. page 32 and VI.D.2.i. page 15)
- H. The OK.RSC reserves the right to remove the OK.RSO as its treasurer in the same way it can remove any other trusted servant. (same as XII.B.7. page 27, see VI.D.2.i. page 15)

X. DUTIES AND QUALIFICATIONS OF OK.RSC TRUSTED SERVANTS

- A. In general (see also specific position descriptions following)
 - 1. All OK.RSC trusted servants must have the personal time to devote to their assignments; must be accessible to other Members of the NA Fellowship; must have the interest to do a timely and thorough job; must have a proficient knowledge of the NA Steps and Traditions and Concepts; must be able to expend a certain amount of personal money; must be willing to accept some personal inconveniences; must be willing to train other Members to replace them; must be stable; and must show mature judgment.
 - 2. Those serving the OK.RSC are expected to read and be familiar with all pertinent documents about their position. These may include the OK.RSC Bylaws, other OK.RSC-approved documents, OK.RSO Bylaws and other OK.RSO documents, and WSC-approved guidelines and handbooks.

3. Clean Time: It is suggested that the continuous clean time for OK.RSC trusted servants be:

- RD - 4 years
- RD. Alt - 3 years
- Chair - 2 years
- Vice Chair - 2 years
- Secretary - 2 years
- Standing subcommittee chairpersons - 2 years (see also XIII.G.1.b. on page 33)
- RCMs - as designated by their ASCs
- OK.RSO BOD Chair - as the OK.RSO Bylaws or other OK.RSO document suggest
- RSC-elected OK.RSO BOD Directors - 2 years

4. It is suggested that OK.RSC trusted servants have previous service experience.

B. Regional Delegate

In addition to X.A. page 19, must have good communication skills; must understand and be able to explain the structure, business, activities, subcommittee work, problems, and successes of the OK.RSC and WSC; must understand and be able to convey OK Regional conscience to the WSC; and must understand and be able to convey WSC issues, etc., to the OK.RSC.

And will:

1. Be in attendance at all OK.RSC meetings including Zonal meetings or make arrangements to have his/her Alternate carry out the responsibilities of the office.
2. In the absence of the chairperson and vice chairperson, serve as chairperson. (same as VI.B. page 14)
3. Represent the OK Region at the voting business meeting of the WSC.
4. On occasion, e.g. because an issue has not been previously discussed by the OK.RSC, interpret the OK Region conscience to the WSC.
5. Provide the OK.RSC with the agenda for the next WSC meeting ninety (90) days prior to that meeting.
6. Make a report to the OK.RSC at each regular meeting covering the business of the WSC.

C. Regional Delegate-Alternate:

In addition to X.A. page 19, should have the same abilities as the RD.

And will:

1. Be in attendance at all OK.RSC meetings including Zonal meetings or make arrangements to have a temporary qualified replacement carry out the responsibilities of the office.
2. In the absence of the RD, serve as RD.
3. Attend the voting business meeting of the WSC.
4. Assist the RD as necessary and as requested either by the RD or the OK.RSC.
5. Publish or arrange to publish the OK Regional Meeting Directory.
6. Make a report of the year's work as RD-Alt at the end of his/her term. A written report shall be submitted to the OK.RSC secretary.

D. Chairperson

In addition to X.A. page 19, should have the ability to organize and plan administrative actions; should have good communications and correspondence skills; should be able to handle business with a firm but understanding hand; should have good leadership abilities; and, should be objective, tolerant, and impartial.

And will:

1. Be in attendance at all OK.RSC meetings or make arrangements to have the OK.RSC vice chair carry out the responsibilities of the office.
2. Arrange the agenda for each OK.RSC meeting, with assistance of the OK.RSC Steering Committee. (same as IV.C. page 12 and XI.B. page 26)
3. Chair each OK.RSC meeting. (See Reference 2 for more information on how).
4. Conduct the general correspondence of the OK.RSC.
5. Appoint a chairperson and/or members for any special ad hoc subcommittees.
6. Be ex officio a non-voting member of all subcommittees.
7. Make a report of the year's work at the end of his/her term. A written report shall also be submitted to the OK.RSC secretary.

E. Vice Chairperson

In addition to X.A. page 19, should have the same abilities as the chairperson.

And will:

1. Be in attendance at all OK.RSC meetings or make arrangements to have a qualified temporary replacement carry out the responsibilities of the office relating to standing subcommittees.
2. In the absence of the chairperson, serve as chairperson. (same as VI.B. page 14)
3. Coordinate and assist the standing subcommittees, e.g. acting as a communication link between standing subcommittee chairpersons; conveying subcommittee interests, concerns, etc., to the OK.RSC Steering Committee; communicating with each standing subcommittee chairperson on a regular basis regarding projects, problems, questions, etc.
4. Be ex officio a non-voting member of all subcommittees.
5. Make a report of the year's work at the end of his/her term. A written report shall be submitted to the OK.RSC secretary.

F. Treasurer (see also XII.B.6. page 27)

The OK.RSO will act as the OK.RSC bookkeeper/treasurer and provide financial reports of the OK.RSC and its subcommittees.

The OK.RSO maintains the checkbook for the RSC and all of its activities and subcommittees. Subaccounts are kept to reflect accurate activity among the various events and subcommittees. Reports and analyses are generated and provided as requested. Other bookkeeping services can include maintaining petty cash funds and reporting on the financial integrity of the OK.RSC, making financial recommendations, and filing local, state and federal sales and income reports on behalf of the OK.RSC.

See XII. on page 26 for a more complete description of the OK.RSO.

G. Secretary

In addition to X.A. page 19, should have good organizational skills; should have a sense of order about what transpires at meetings; should have access to a typewriter or word processor; should have correspondence skills; and, should be conscientious, accurate, and impartial.

And will:

1. Be in attendance at all OK.RSC meetings or make arrangements to have a temporary qualified replacement carry out the responsibilities of the office.
2. In the absence of the chairperson, the vice chairperson, and the RSR, call the meeting to order and to preside until the immediate election of a chairperson pro tem. (also VI.B. page 14)
3. Keep a record (minutes) of all the proceedings of general and special meetings of the OK.RSC.
 - a. The OK.RSC minutes shall be impartial.
 - b. The OK.RSC minutes shall reflect: the opening (place, date, attendance, etc.), all reports, unfinished business, treasury requests, and new business; all motions made and their disposition, although neither the mover nor the seconder needs to be named; voting in the affirmative; and, all important discussions whether there was a motion or not to take action.
 - c. At each regular OK.RSC meeting, the minutes of the last regular OK.RSC shall be read and approved as read or approved with corrections. Only the opening, unfinished business, treasury requests, and new business shall be read (the reports are not read).
 - d. Copies of the OK.RSC minutes shall be distributed no later than two weeks following each meeting, to those deemed appropriate by the OK.RSC.
4. Keep on file all OK.RSC subcommittee reports.
5. Maintain the OK.RSC's files and archives.
6. Keep the OK.RSC's official voting membership roll; and to call the roll where it is required.
7. Keep the OK.RSC Confidential Mailing List current and provide copies to others as needed.
8. Make the OK.RSC minutes and other records available to members upon request.
9. Furnish OK.RSC subcommittees with whatever OK.RSC documents are required for the performance of their duties; and, to have on hand at each meeting a list of all existing OK.RSC subcommittees and their officers.

10. Maintain record book(s) in which the OK.RSC Bylaws, special rules of order, standing rules, and minutes are entered, with any amendments of these documents properly recorded, and to have the current record book(s) on hand at every OK.RSC meeting.

11. Send out a notice of each OK.RSC special meeting, known as the "call" of the meeting.

12. Conduct the correspondence of the OK.RSC which is not a function proper to other offices or subcommittees.

13. Make a report of the year's activities at the end of his/her term. A written report shall be submitted to the OK.RSC Secretary.

H. Standing Subcommittee Chairperson

In addition to X.A. page 19 and as outlined in XIII. on page 29.

I. Regional Committee Members or Area voting representative(s)

Since they are elected by their ASC, should have those abilities as designated by their respective ASC. However, it is suggested that their abilities be similar to those described for the RD.

The RCM is elected by their ASC (same as VII.B.2. page 17). The following only describes the RCM's suggested relationship to the OK.RSC.

1. To attend all OK.RSC meetings or to provide for his/her Alternate to attend in his/her place.
2. To provide or arrange to provide the OK.RSC secretary with complete and current information of all ASC trusted servants and GSRs. Name, address, phone number, and group represented or office held should be furnished. The OK.RSC secretary should be notified of any changes on a timely basis.
3. To provide or arrange to provide current meeting information from their Area to the RD-Alt for the OK Regional Meeting Directory on a timely basis.
4. To provide a report regarding the business, activities, problems, suggestions, etc., of his/her Area at each OK.RSC meeting and a written report to the OK.RSC secretary.
5. On occasion, e.g. because an issue has not been previously discussed by their ASC, to interpret their Area's conscience to the RD and/or the OK.RSC.
6. To arrange for all ASC meeting minutes and information to be mailed to OK.RSC trusted servants as requested. It would also be helpful if the ASC minutes were mailed to other RCMs within the OK Region.
7. To participate in a OK.RSC subcommittee of their choice.

8. To report back to their ASC the business, activities, problems, suggestions, etc., of the OK.RSC.

J. OK.RSO BOD Chairperson (see XII. on page 26 for a more complete description of the OK.RSO)

Since he/she is elected by the OK.RSO BOD, should have those abilities as described in the OK.RSO Bylaws or other OK.RSO document. The following only describes his/her relationship to the OK.RSC.

1. To attend all OK.RSC meetings or have his/her appointee from the OK.RSO BOD attend in his/her place. The OK.RSO Chairperson does carry a vote at the OK.RSC (same as V.A.4. page 12).
2. To make a report at regular OK.RSC meetings and to submit a written report to the OK.RSC secretary. This report shall include important information, including financial status, and any legal and/or insurance issues.
3. The OK.RSO BOD chairperson is a vital communication link between the OK.RSC and the OK.RSO. It is important that the OK.RSC and OK.RSO exchange information, and therefore the OK.RSO BOD chair may ask for OK.RSC input or motions or may offer input or motions to the OK.RSC regarding any mutual concerns.

K. RSC-elected OK.RSO BOD Directors (3) (see XII. on page 26 for a more complete description of the OK.RSO)

In addition to X. A. page 19, must have good communication skills; must understand and be able to explain the structure, business, activities, subcommittee work, problems and successes of the OK.RSC and OK.RSO; must be able to convey OK.RSC conscience to the OK.RSO BOD and vice versa; must be able to make prudent decisions; and must be able to think and act in terms of "in the best interests of NA in the OK Region and the NA fellowship as a whole."

The RSC-elected OK.RSO BOD directors may have duties as the OK.RSO BOD determines. The following describes their relationship to the OK.RSC.

1. To attend OK.RSC meetings (has no vote). (same as V.D.4 page 13)
2. To attend OK.RSO meetings (has a vote). (same as V.D.4 page 13)
3. To be available to answer questions regarding the OK.RSO or to carry OK.RSC adopted motions and/or suggestions to the next OK.RSO BOD meeting. They may also bring input from the OK.RSO Board for OK.RSC consideration.
4. Each RSC-elected BOD director is responsible to the OK.RSC and to the OK.RSO Board and for acting in the best interests of the fellowship.
5. Work in conjunction with the OK.RSO to produce and provide financial reports and oversee expenditures and contracts.

XI. STEERING COMMITTEE

- A. The OK.RSC Steering Committee shall be comprised of:
 - 1. OK.RSC chairperson, vice chairperson, secretary, RD, and RD-Alt, and OK.RSO chair.
 - 2. One voting representative from each recognized Area.
- B. The Steering Committee may make recommendations to the OK.RSC, may help determine the agenda of each regular OK.RSC meeting, and shall perform any other duties expressly delegated to it by the OK.RSC. (same as IV.C. page 12 and X.D.2. page 21)
- C. The Steering Committee shall be subject to the orders of the OK.RSC, and none of its acts shall conflict with any actions taken by the OK.RSC.
- D. The Steering Committee shall meet prior to each regularly scheduled meeting of the OK.RSC, and at any other time deemed necessary.
- E. If substantial reason exists to do so, the Steering Committee may recommend suspension of the activities of a subcommittee; may recommend an audit of any funds under the control of the trusted servants of a subcommittee; may recommend suspension of the activities of an individual on a subcommittee; and/or, may make a recommendation that an OK.RSC trusted servant be removed from office.
- F. The Steering Committee shall submit a written report of its business at each regular meeting of the OK.RSC.

XII. REGIONAL SERVICE OFFICE

- A. Description, Incorporation and Tax Status

The OK.RSC adopted, approved and funded the OK Regional Service Office in July 1988 to provide a business-like entity for other businesses to deal with, to protect the NA name from public controversy, to provide proper protection for NA assets, to provide legal protection for those who sign our contracts, to provide protection for someone if they are injured at one of our events, and to provide other services to the fellowship. The OK.RSO acts as a fiduciary in its dealings with the OK.RSC.

Prior to its incorporated status and OK.RSC adoption in 1988, the Office began as a local office in Tulsa in 1984 and evolved into two Area Offices (one in Tulsa and one in Oklahoma City). When the Region adopted it, the two offices were combined into one which has since been located in various RSO Director's homes.

The OK Regional Service Office, Inc. (OK.RSO) is a corporation formed under the Oklahoma Nonprofit Public Benefit Corporation Law and was first recognized by the Office of the Secretary of State for State of Oklahoma on 2-24-88 as the Central OK Area Service Office of NA. An amendment dated 12-9-88 changed the name to OK Regional Service Office. Several minor amendments have been made and filed with the Secretary of State since.



The OK.RSO was granted income tax exempt status by the United States Internal Revenue Service under section 501(c)(3) of the Internal Revenue Code on April 2, 1990, meaning the OK.RSO does not pay an income tax. In addition, the OK.RSO was granted the status of being an organization as described in section 509(a)(2) of the Internal Revenue Code, meaning a donation made to the OK.RSO is tax deductible as a charitable contribution on the donator's income tax report.

The OK.RSO was granted a sales tax permit through the State of Oklahoma on 12-28-89, meaning that any merchandise purchased to be resold is sales tax exempt on the purchase. However, this does not exempt the OK.RSO or any other OK.RSC committee from paying sales tax on merchandise sold or anything else purchased that will not be resold.

Services provided by the OK.RSO may include but are not limited to:

- Bookkeeping services
 - Administrative support
 - Organizational support
 - Logistical support
 - General Liability and/or Property Insurance for events held in the OK Region
 - Legal, contractual and business obligation protection
 - Literature sales and/or distribution
 - Public information services
 - Phone line services
 - Business meeting space
 - Recovery meeting space
- And such other services that the OK.RSC may need and that can be supported.

Although an incorporated business may seem somewhat removed from our "spiritual fellowship," there are many services, events, and committees that interact with the general public or other businesses for which an incorporated and non-profit status seems most suitable. However, no corporation formed by NA is completely autonomous; it is accountable to the entity that created it.

B. Purposes and Responsibilities (also X.J.&K. page 25 for other duties of Directors)

1. The purposes of the OK.RSO shall be to provide services to the public and to the Fellowship in the OK Region.
2. The day-to-day operations of the OK.RSO, including governmental filings, etc., are the responsibility of the OK.RSO Board of Directors.
3. Currently, there are seven members of the Board of Directors. Four are elected by the OK.RSO (also VII.B.1. page 17) and three are elected by the OK.RSC (also VII.A.3. page 16). From among them, the OK.RSO elects its officers. The OK.RSO operates under a state-required and state-filed set of Bylaws.

4. The OK.RSC may guide the OK.RSO BOD by motions adopted at any regular or special meeting of the OK.RSC.
5. Since the OK Regional Service Office and the OK Regional Service Committee have many mutual concerns, purposes, and responsibilities, it is vital that they work together for our common welfare.
6. The OK.RSO will act as the OK.RSC bookkeeper and provide financial reports of the OK.RSC and its subcommittees. (also X.F. page 22)

The OK.RSO maintains the checkbook for the RSC and all of its activities and subcommittees. Sub accounts are kept to reflect accurate activity among the various events and subcommittees. Reports and analyses are generated and provided as requested. Other bookkeeping services can include maintaining petty cash funds and reporting on the financial integrity of the OK.RSC, making financial recommendations, and filing local, state and federal sales and income reports on behalf of the OK.RSC.

7. The OK.RSC reserves the right to remove the OK.RSO as its treasurer in the same way it can remove any other trusted servant. (same as IX.H. page 19, see VI.D.2.i. page 15)

C. Financial

1. Since the OK.RSO was created to serve the OK Region through the OK.RSC, the responsibility of funding the OK.RSO rests with the OK.RSC.
2. Funding may be accomplished by WSC-approved literature and handbook sales, other literature sales, merchandise sales, business and recovery meeting space rent, fund raisers, and donations.
3. Although any NA Member, Group, Area or Region may donate to the OK.RSO, OK.RSC donations will be the majority of funding.
4. By state and federal law, the OK.RSO may not donate its money or assets to any entity other than another incorporated entity with a similar purpose. However, the OK.RSO may develop and fund projects that provide services to the OK.RSC and/or the OK Region.

XIII. STANDING SUBCOMMITTEES

A. Description

1. Hospitals and Institutions (H&I) Subcommittee

This subcommittee deals with carrying the NA message of recovery to those in hospitals and institutions who can not come to us.

This subcommittee interfaces with the management and other facilitators of hospitals and institutions in the OK Region.

This subcommittee coordinates the legitimacy of H&I meetings within hospitals and institutions and shall be aware of and protect NA's image in such places.

This subcommittee shall help unify efforts of 12th Step work within hospitals and institutions, coordinating its efforts with Groups and Areas within the OK Region.

2. Literature Subcommittee

This subcommittee deals with our primary purpose, carrying the message, as it is achieved in writing.

This subcommittee may contribute written material to the WSC Literature Subcommittee for the development of new literature; and, may review WSC approval literature and/or may coordinate with other subcommittees in their review of such literature.

This subcommittee may assist the OK Areas in keeping a stock of literature for distribution to Groups and Members within the OK Region.

This subcommittee may assist the recognized OK Areas in gathering, assembling, and disseminating news of recovery and fellowship from sources in the worldwide NA community and/or may publish an OK Regional newsletter. A copy of each issue produced will be provided to WSO and the WSC Literature Subcommittee.

3. Public Information (PI) Subcommittee

This subcommittee deals with how NA interfaces with society, NA's public image, with matters of attraction through the media, informing the public that NA exists, and that recovery from addiction is possible through NA.

This subcommittee may assist the OK Region Areas in arranging speakers for speaking events outside the NA community; may distribute information and literature relative to NA to entities outside the NA community; may coordinate media activities; may post notices of meetings; may provide public service announcements to the media; and, may be in contact with professionals in public or private agencies.

This subcommittee may arrange for telephone hotline or helpline coordination among the recognized OK Areas; and, may coordinate 12th Step volunteer lists and other information needed for phone workers.

This subcommittee also deals with how the OK Region addresses the issues concerning websites and the information accessible to the NA community and the general public via the Internet. To this end, the OK.RSC may elect a Website Contact person to administer any and all websites created by or for the OK Region and OK Region Areas. The duties and qualification of the Website Contact are listed below.

4. Activities Subcommittee

This subcommittee may sponsor or assist in sponsoring fund raising and recreational activities for the social and economic benefit of the OK.RSC and/or other entities within the NA community.

This subcommittee may provide, or arrange to provide, information about all upcoming activities to the NA fellowship in the OK Region.

The primary purpose of RSC activities is to celebrate recovery. Secondly, it should provide an atmosphere conducive to NA recovery; enhance unity among Members, Groups, and Areas in the OK Region; make the celebration available to as many addicts as possible (but not at the expense of safety or basic comfort); and contribute to the operating income of the OK.RSC.

Speakers, workshops, meetings, and other appropriate activities may be scheduled. Merchandise commemorating the event may also be available.

Because of the cost of putting on such an event, a donation may be encouraged in the form of registration and memorabilia may be sold with a slight mark-up. Some of the current events sponsored by the OK.RSC are the annual Clean N' Crazy Campout, a Convention and a Fall Retreat.

The first convention sponsored by the OK Region was held March 27-29, 1987 and has been held annually ever since. When the East and West Areas of Oklahoma were members of the Mid-America Region, they helped sponsor the Mid-America Conventions starting with the first one April 1-3, 1983 through the fourth one in 1986.

The first campout was sponsored by the East and West Areas of Oklahoma (of the Mid-America Region) on June 4,5,6, 1982 and has been held annually ever since, becoming a regional event in 1985.

The first fall retreat was held November 22-24, 1985 and has been held annually ever since. First coordinated by some members, then by the Region, and then by the East Area for several years, it became a regional event again in 1989.

B. Purposes and Responsibilities

1. Standing subcommittees may be formed by and as the OK.RSC deems necessary to carry on the work of the OK.RSC.
2. Standing subcommittees are established to carry out the purposes of the OK.RSC and are directly responsible to the OK.RSC.
3. The actions of these standing subcommittees shall be guided by the OK.RSC, the Twelve Traditions and Concepts of NA, current NA service manuals, and a policy of open communication and cooperation among the standing subcommittees.
4. It shall be a duty of each standing subcommittee to coordinate the flow of information between the corresponding ASC subcommittee, itself, and the corresponding WSC subcommittee.
5. It shall be the duty of OK.RSC standing subcommittees to assist as necessary their corresponding ASC subcommittees.
6. It shall be the duty of each OK.RSC standing subcommittee to coordinate as necessary with other RSC subcommittees in other Regions.
7. Each OK.RSC standing subcommittee shall coordinate its efforts with another OK.RSC subcommittee as appropriate and as directed. However, no standing subcommittee shall perform any duties of another standing subcommittee without previous consent from that standing subcommittee's chairperson and the OK.RSC's vice chairperson.
8. Each standing subcommittee is encouraged to develop a set of guidelines further describing its purposes, responsibilities, duties, procedures, policies, accountabilities, etc., to be approved by the OK.RSC. They in turn may request that any internal subcommittees develop a set of guidelines.
9. Standing subcommittees may form internal subcommittees to better carry out its purposes, e.g. the Event Subcommittees (convention, campout, and fall retreat subcommittees) within the Activities Subcommittee.
10. Each standing subcommittee shall make a report at the regular OK.RSC meetings and shall submit a written report to the OK.RSC secretary. This report should be concise and is not necessarily a duplicate of their minutes.
11. Each standing subcommittee shall make a report of the year's activities at the end of their chair's term. A written report shall be submitted to the OK.RSC secretary.

C. Financial (see III. page 9)

D. Business Meetings

1. Each standing subcommittee shall meet prior to the regularly scheduled OK,RSC meetings and at other times as deemed necessary by the subcommittee. Event subcommittees may meet as often as necessary.
2. Each standing and event subcommittee shall be responsible for keeping a record (minutes) of all their meetings.
3. Business shall be conducted using parliamentary procedures.

E. Voting and Members

1. Standing subcommittee membership is open to any NA member having a consistent interest in that subcommittee and whose input, experience and commitment enhance the subcommittees' work.
2. It is suggested that the standing subcommittee chairperson not vote in subcommittee meetings. In this way, the chair can conduct business impartially and there will not be a duplication of voting since the standing subcommittee chairperson does carry a vote to the OK.RSC. (same as V.D.6. page 13 and V.A.2. page 12)
3. Voting rights and procedures within the subcommittee may be determined by the subcommittee. (also V.D.7. page 13)

F. Election and Removal of Officers

1. The chairperson of each OK.RSC standing subcommittee shall be elected by the OK.RSC, as outlined in these Bylaws. In addition, the OK.RSC elects the chairperson for each regional Event Subcommittee (such as the convention, campout and fall retreat). (same as VII.A.2.&4.&5.&6. page 16)
To repeat: (same as VII.A.7. page 16)
February - convention chair for the following year
April - campout chair for the following year
June - standing subcommittee chairs for Literature, Activities, PI and H&I for this year
October - retreat chair for the following year
2. Subcommittees are encouraged to recommend a person(s) for nomination to chair. (also VII.A.8. page 16)
3. Other officers and members of the subcommittee shall be selected (or removed) by the subcommittee. (also IX.A page 18 & IX.E page 19)
4. Because the OK.RSC is ultimately responsible for the actions of any subcommittee, the OK.RS C may exercise its authority, for a substantial reason such as misconduct, misappropriation of funds or merchandise, to remove an officer or a member from an RSC subcommittee by a 2/3 majority vote, even if not originally elected by the OK.RSC. (same as VI.D.2.i. page 15 and IX.G. page 19.)

5. It is recommended that the utmost care be taken when selecting officers to serve on a subcommittee, particularly any person who will handle money or merchandise or who will interact with people or businesses outside the NA fellowship. (same as VII.H. page 18)

G. Duties and Qualifications of Officers of Standing Subcommittees

1. Chairperson

- a. Should have similar abilities as the OK.RSC chairperson. (see X.D. page 21)
- b. It is suggested that the subcommittee chairperson have 2 years of continuous clean time. (same as X.A.3. page 20)
- c. It is suggested that the subcommittee chairperson have previous service experience.
- d. Attend all OK.RSC meetings or make arrangements to have their vice chair or other qualified temporary replacement carry out the responsibilities of the office.
- e. To chair each meeting of that subcommittee. (See Reference 2, How To Use Rules of Order.)
- f. To coordinate the efforts of that subcommittee.
- g. To serve as general administrator by setting agendas, scheduling work to be done, assigning tasks to members, and arranging workshops.
- h. To assure that the subcommittee has the necessary information and material to accomplish its goals.
- i. To communicate with the OK.RSC vice chair and other trusted servants as necessary and as outlined in these Bylaws.
- j. To provide, or arrange to provide, reports as outlined in these Bylaws.
- k. To participate, as feasible, in WSC workshops.

2. Vice Chairperson

Should have similar abilities as the subcommittee chairperson.

To assist the subcommittee chairperson, as requested, helping to organize material, reports, workshops and may temporarily assume the duties and responsibilities of the chairperson as necessary.

3. Website Contact

The position of Website Contact shall be elected by the RSC for a term of 1(one) year and be considered an integral part of the Public Information subcommittee.

- a. Have at least 2 (two) years continuous clean time.
- b. Have a working knowledge of the 12 Traditions of Narcotics Anonymous.
- c. Have a working knowledge of websites, including but not limited to: website design, HTML coding, File Transfer Protocols, PDF formatting, etc.
- d. Own a computer (preferably with scanner) with Internet access, OR have readily available access to one.
- e. Have a working E-mail account and/or a telephone.
- f. Attend all OK.RSC business meetings or make arrangements to obtain all necessary information if unable to attend.
- g. Ensure that the website content does NOT violate any of the NA Traditions. This includes but is not limited to: text, graphics, sounds, and links to other websites.
- h. Make prompt updates to the OK Region website information, including but not limited to: meeting schedules, upcoming events, links, etc.
- i. Co-ordinate with, and assist if necessary, the Website Contact persons of any and all OK Region Areas, whose website is located on the OK Region domain, to ensure the integrity and accuracy of website content.
- j. Give a monthly report to the OK.RSC at RSC meetings.
- k. Ensure that the RSC chairperson or secretary has all passwords and/or codes necessary to make editing changes to the website, so that the RSC has access to its website if needed.

4. Duties and qualifications of other subcommittee officers shall be as determined by the subcommittee.

XIV. AD HOC AND SPECIAL SUBCOMMITTEES

- A. Ad hoc subcommittees may be formed by the OK.RSC as necessary to carry out the OK.RSC purposes and responsibilities.
- B. Any ad hoc subcommittee is directly responsible to the OK.RSC.
- C. Funds, if necessary, will be made available as approved by the OK.RSC. All financial records and receipts shall be kept by the ad hoc subcommittee and submitted to the OK.RSC treasurer as requested.
- D. The ad hoc subcommittee shall meet as often as necessary and shall keep a record (minutes) of all of its meetings.
- E. The ad hoc subcommittee chairperson does not carry a vote to the OK.RSC. (same as V.D.5. page 13)
- F. The ad hoc subcommittee chairperson shall be appointed by the OK.RSC chairperson or the OK.RSC, as appropriate, from active Members of the NA Fellowship in the OK Region.
- G. Other members shall be selected by the OK.RSC chairperson or the ad hoc subcommittee, whichever is appropriate.
- H. Ad hoc subcommittees shall have enough latitude to handle their routine affairs, but all recommendations, actions, and/or results will be submitted for approval by the OK.RSC.
- I. An ad hoc subcommittee shall exist only as long as its project and/or purpose is viable, or as long as determined by the OK.RSC.
- J. A written report shall be submitted to the OK.RSC secretary at each regular OK.RSC meeting. A final report of the subcommittee's findings, recommendations, etc. shall be submitted to the OK.RSC secretary at the end of the ad hoc subcommittee's term.

XV. AUTHORITY

These Bylaws reflect the current consensus of the participating members of the OK.RSC on how best to achieve our primary purpose of carrying the NA message of recovery.

- A. These OK.RSC Bylaws supersede all other service documents relating to Regional Service Committees.
- B. These OK.RSC Bylaws supersede adopted OK.RSC motions where in conflict.
- C. These Bylaws shall never supersede the Twelve Traditions or Twelve Concepts of Narcotics Anonymous.



D. The OK.RSC is always accountable to the NA Fellowship as a whole and the OK Region Areas in particular.

XVI. AMENDMENT OF BYLAWS

These Bylaws may be amended by a 2/3 majority vote at a regular or special meeting of the OK.RSC, provided that the exact wording of the amendment has been submitted in writing and announced at a previous regular OK.RSC meeting. (also VI.D.3.a. page 15)

* * *



**OK REGIONAL SERVICE COMMITTEE
BYLAWS**

**REFERENCE 1
The Steps, Traditions, and Concepts**

THE TWELVE STEPS

- 1) We admitted that we were powerless over our addiction, that our lives had become unmanageable.
- 2) We came to believe that a Power greater than ourselves could restore us to sanity.
- 3) We made a decision to turn our will and our lives over to the care of God as we understood Him.
- 4) We made a searching and fearless moral inventory of ourselves.
- 5) We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
- 6) We were entirely ready to have God remove all these defects of character.
- 7) We humbly asked Him to remove our shortcomings.
- 8) We made a list of all persons we had harmed, and became willing to make amends to them all.
- 9) We made direct amends to such people wherever possible, except when to do so would injure them or others.
- 10) We continued to take personal inventory and when we were wrong promptly admitted it.
- 11) We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
- 12) Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

THE TWELVE TRADITIONS

- 1) Our common welfare should come first; personal recovery depends on N.A. unity.
- 2) For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
- 3) The only requirement for membership is a desire to stop using.
- 4) Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
- 5) Each group has but one primary purpose - to carry the message to the addict who still suffers.
- 6) An N.A. group out never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
- 7) Every N.A. group ought to be fully self-supporting, declining outside contributions.
- 8) Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
- 9) N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
- 10) Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
- 11) Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
- 12) Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

THE TWELVE CONCEPTS

- 1) To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
- 2) The final responsibility and authority for NA services rests with the NA groups.
- 3) The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
- 4) Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
- 5) For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
- 6) Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
- 7) All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
- 8) Our service structure depends on the integrity and effectiveness of our communications.
- 9) All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
- 10) Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
- 11) NA funds are to be used to further our primary purpose, and must be managed responsibly.
- 12) In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.



**OK REGIONAL SERVICE COMMITTEE
BYLAWS**

**REFERENCE 2
How To Use The Rules of Order**

The OK.RSC Rules of Order are included in the OK.RSC Bylaws. This document is meant to explain in more depth how to use rules of order.

The OK.RSC utilizes parliamentary procedure to conduct business at its meetings. The intent of using parliamentary procedure is to provide an orderly way to conduct business, to protect each member's rights, to protect the OK.RSC's rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance not hinder the accomplishment of work of the OK.RSC.

The OK.RSC Rules of Order in the OK.RSC Bylaws were adapted from Robert's Rules of Order (Robert's). In some instances, the OK.RSC has chosen to deviate from procedures in Robert's. Any deviations are noted.

In cases where the OK.RSC Rules of Order in the OK.RSC Bylaws are not comprehensive enough, the OK.RSC utilizes the latest edition of Robert's. If there is a conflict or discrepancy, OK.RSC procedures take precedence over Robert's.

For the purposes of this document, "assembly" shall mean the OK.RSC, "member" shall mean participant at the OK.RSC, and "session and/or meeting" shall mean a business meeting of the OK.RSC.

This document reflects procedures used by an assembly that meets at least as often as quarterly.

CHAIRING A MEETING

The Chairperson:

1. Is an impartial moderator while conducting the OK.RSC business.
2. Opens the meeting at the appointed time by taking the chair, calling the meeting to order, and ascertaining that a quorum is present.
3. Announces in proper sequence the business that comes before the OK.RSC or becomes in order in accordance with the prescribed order of business and with existing orders of the day.
4. Conducts business, using parliamentary procedure as a guide: to recognize members who are entitled to the floor; to protect the assembly from obviously frivolous motions by refusing to recognize them, or if a motion that is not in order is made, to rule it out of order; to expedite business in every way compatible with the rights of members; to enforce the rules relating to debate and to order and decorum; to decide all questions of order, unless, when in doubt, the chairperson prefers to submit such a question to the OK.RSC for decision; to respond to inquiries of members relating to parliamentary procedure; and, to keep a current copy of the OK.RSC Rules of Order and Robert's Rules of Order available.
5. States and puts to vote all questions that legitimately come before the OK.RSC as motions or that otherwise arise in the course of proceedings and to announce the result of each vote.

6. Responds to members' inquiries regarding factual information relating to the business of the OK.RSC.
7. Declares the meeting adjourned when the OK.RSC so votes or, when 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.

THE PROCESS - THE MAKING AND DISPOSING OF MOTIONS

1. A motion is made. This is the beginning of the process of bringing a matter before the assembly.

A motion should be clear, concise, and comprehensive so that the assembly is votes on the actual wording as it will be recorded in the minutes and not on the perceived intent. Avoid wording a motion in the negative because of the possible confusion as to the effect of the motion or the vote.

2. A motion is seconded. A second merely indicates that another member wishes the matter to come before the assembly, it does not necessarily mean that the seconder is in favor of the motion.

If the motion is not seconded, it "dies."

3. Before the Chair states the motion, the maker can modify or withdraw it. If the maker of a motion modifies it, the seconder has the right to withdraw his second. If the maker withdraws the motion, someone else could make it if they or the assembly wanted to.

In addition, others may suggest to the maker to modify or withdraw the motion; the maker can accept or decline. If the maker accepts another's suggestion to modify or withdraw, no other second is required.

Modifications suggested before the motion is stated should be limited to changes that are likely to be generally acceptable to the members present. Time can often be saved by this informal process of preparing a motion. However, this is not the time for debate and any comments accompanying suggestions for modification or withdrawal should be brief. The Chair should be careful to see that this privilege of modifying a motion before it is stated is not abused or allowed to run into debate.

4. Prior to stating the motion, it is the duty of the Chair to see that a motion is in suitable form (preserving the content to the satisfaction of the mover) and that it will not need to be paraphrased for debate, for voting or for recording in the minutes. The Chair may also request the motion be in writing.
5. The Chair states the motion. This makes the motion pending and before the assembly; it is at this point that the motion belongs to the assembly and must be disposed of in some manner.
6. There is then debate (if the motion is debatable) and/or the making of subsidiary or incidental motions (if the motion is amendable or if other incidental motions are in order).

Debate is of the motion, not of the member making it. Motives should never be questioned.

Members should address each other through the Chair and should use titles or descriptions of duties, not names. The Chair addresses members by name. Discussion (debate) is not generally between two members but through the Chair.

After the motion has been stated by the Chair, the maker can withdraw his motion only with permission. If there are no objections, the motion is withdrawn. If there are objections, someone else can move that permission be granted to withdraw (in essence, seconding the maker's motion to withdraw). The motion is then withdrawn even if it has been amended and the situation is as though it had never been made; therefore, the same motion can be made again at the same meeting. If, however, no one moves to grant the maker permission, the motion is not withdrawn.

See "Amend" under the "Description of Motions" on procedures for making amendments, page 2.10.

7. When ready, the assembly votes to adopt (carry) or reject (fail) the motion. This is also known as the Chair puts the question.

a. Voting is generally by voice, unless otherwise described in a special rule of order or unless a motion is adopted for a standing or roll call vote.

(Traditionally, the "show of hands" procedure is used by the OK.RSC.)

b. In cases where there seems to be no opposition in routine business, adoption of a motion or action without a motion can be by unanimous consent. The Chair calls for any objections, if there are none, the matter/action is adopted. In the case of an Amendment to a pending motion, this is known as a "friendly amendment." It must be "friendly" to the entire assembly, not just to the maker. In the case of an election, this is known as "by acclamation."

c. A majority vote (simple majority) is more than half. Thus, since 25 is half of 50, 26 would be more than half and the majority of 50; since 25.5 is half of 51, 26 would be more than half and the majority of 51.

d. Two-thirds vote ($2/3$ majority) means at least two-thirds. Of 50, 33.33 is $2/3$, thus 34 would be at least two-thirds of 50. Of 51, 34 is exactly $2/3$, thus 34 would be at least two-thirds of 51.

e. There are several ways to determine the set of members to which the majority proportion (whether simple or $2/3$) applies. Some of these ways are:

- (1) "those choosing to vote"
- (2) "those registered as attending"
- (3) "those present at the most recent roll call"
- (4) "those present at the time of the vote"
- (5) "all those eligible to vote, whether registered as attending or not, from the entire membership"

An example, there are 150 members eligible to vote from the whole membership (5); 75 registered as attending (2); 70 present at the most recent roll call (3); 50 currently in attendance (4); and 25 actually participating in the most current vote (1).

A simple majority:	
Of those choosing to vote (1):	13
Of members registered as attending (2):	38
Of members at the most recent roll call (3):	36
Of those present at the time of the vote (4):	26
Of those eligible to vote from the entire membership (5):	76
A two-thirds majority:	
Of those choosing to vote (1):	17
Of members registered as attending (2):	50
Of members at the most recent roll call (3):	47
Of those present at the time of the vote (4):	34
Of those eligible to vote from the entire membership (5):	100

"To abstain" means "to not vote." In the first interpretation (1), abstentions do not exist. In the other cases, abstentions have the same effect as a vote against adoption of the motion.

- g. When the rules of order do not specify which set of members is to be used, then the first interpretation (1), "those choosing to vote," is used.

The OK.RSC has chosen interpretation (4), "those present at the time of the vote," as the set of members to which the majority proportion applies. (OK.RSC Bylaws)

In determining a quorum, the OK.RSC requires a majority of interpretation (5), "all those eligible to vote." (OK.RSC Bylaws)

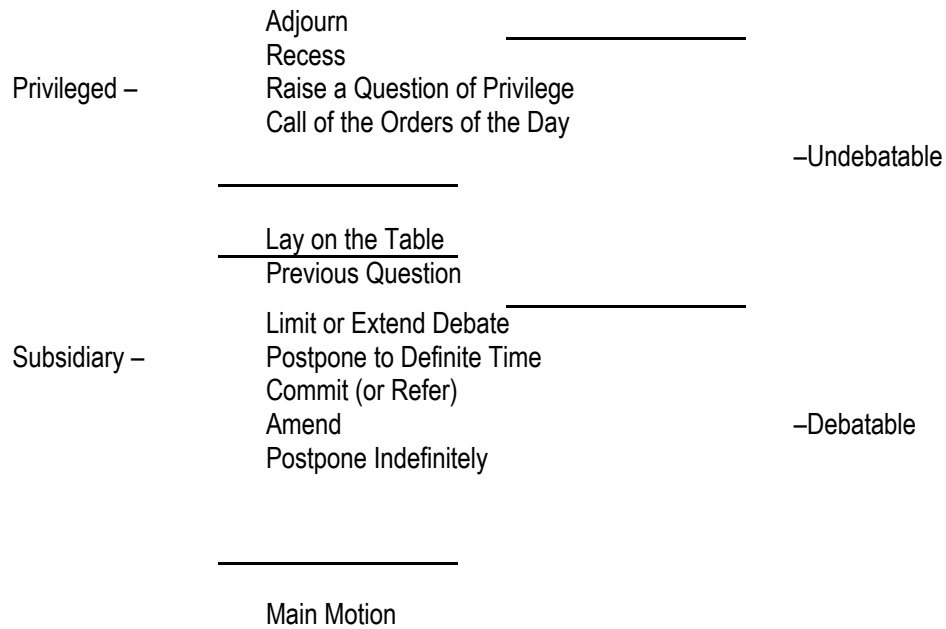
6. The Chair announces the results - whether the motion is adopted or rejected, the vote count, and the effect of the adoption or rejection. (See also Rule M.)

CLASS (TYPE), PRECEDENCE, AND ORDER OF MOTIONS

1. Since there may be several motions pending at any given time, the highest ranking motion is disposed of first. Motions of higher rank than the pending motion are in order. The class, and the order of precedence within a class, of a motion determines when it is in or out of order, and what it takes precedence over.
2. M = Main motion. Brings business before the assembly. Can only be made when no other motion is pending and **ranks lowest** in the order of precedence.
 - a. No main motion is in order if it conflicts with national, state, or local law, or with the rules (principles) of the assembly. If such a motion is adopted, even by a unanimous vote, it is null and void.
 - b. No main motion is in order which presents substantially the same question as a motion previously rejected during the same session.

- c. No main motion is in order that conflicts with a motion previously adopted at any time and which is still in force.
 - d. No main motion is in order that would conflict with or that presents substantially the same question as one which has been temporarily disposed of and which remains within the control of the assembly (for example, Committed, Postponed, or Tabled). (If a question has been Laid on the Table and the same question is brought before the assembly during the current session, it would be more appropriate to Take the original motion from the Table and dispose of it than to address the new motion.)
3. S = Subsidiary motion. Assists the assembly in handling a pending motion. Always applies to the pending motion and does something to it without expressly adopting or rejecting it. Subsidiary motions also have an order of precedence and several may be pending at one time.
 4. P = Privileged motion. Does not relate to pending business, but is so important that it should be allowed to interrupt the consideration of anything else. In general the **highest ranking** motion. Privileged motions also have an order of precedence and there may be several pending at the same time.
 5. I = Incidental motion. Deals with questions of procedure arising out of a pending motion or another item of business. Although it may resemble a subsidiary motion, it doesn't generally alter the pending motion but the procedure. With few exceptions, it relates to the pending question and must be taken care of before business proceeds. It is difficult to set their order of precedence, since it depends on the particular set of circumstances each time.
 6. B = a motion that brings a question again before the assembly. Generally can only be made when no other business is pending.

7. An example of the order of precedence of privileged and subsidiary motions - listed highest ranking at top. Each motion takes precedence (and therefore is in order even if the others below are pending) over the ones listed below it.



8. Dilatory and Frivolous Motions - A motion is dilatory if it seeks to obstruct the assembly. Any motion that is absurd in substance is also dilatory. It is the duty of the Chair to prevent members from misusing the legitimate forms of motions, or abusing the privilege of renewing certain motions merely to obstruct business.

It would be ridiculous if a minority of members could constantly raise points of order and appeal the Chair's decisions on them, or repeatedly move to lay motions on the table, or offer frivolous amendments, or repeatedly commit matters to committee which if adopted would in effect defeat the motion because of time involved or other reason, or repeatedly demand recounts of votes when it is obvious which side is in the majority, or repeatedly move to adjourn when it is obvious the assembly is not ready to adjourn. Whenever the Chair is convinced that one or more members are using parliamentary forms for obstructive purposes, he should either not recognize these members or he should rule that such motions are out of order. He should not adopt such a course merely to speed up business.

TO REMOVE A PENDING MOTION FROM THE FLOOR

There are several options, some of which are:

1. Lay on the Table: if the intent is to set a pending motion aside temporarily, because an urgent matter has arisen. As soon as the interrupting business has been taken care of, a motion to Take from the Table is appropriate.

2. Postpone Definitely: if the intent is to put off consideration to a more convenient time or pending more information.
3. Postpone Indefinitely: if the intent is to kill the motion for that session.
4. Objection to Consideration: if the intent is to avoid consideration of the motion for that session. This Objection must be made before any consideration of the pending motion.
5. Commit to Committee: if the intent is referring the matter to a specialized group to collect input, research, and make recommendations.
6. Extend or Limit Debate: if the intent is to limit the number of speakers, or to limit amount of time each may speak, or the total time for debate, or the time that debate will close.
7. Previous question: if the intent is to stop debate immediately and put the question to vote.
8. Vote against the motion: if the intent is to defeat the pending motion.
9. Vote for the motion: if the intent is to adopt the pending motion.
10. Recess: if the intent is for the assembly to take a brief time out before continuing.
11. Adjourn: if the intent is let the matter die for the current session. (However, no more business of any kind will be taken up until the next session.)

TO REDRESS or TO DECIDE OR DISCUSS SOMETHING AGAIN

If a member believes that a motion is not being handled well, or has not been handled correctly (whether adopted, rejected, temporarily disposed of, etc.), or should be changed due to new information, a change in circumstances, etc., there are certain situations to consider and many options available.

1. Matters left undone at adjournment die. However, they can be brought up at a later session as new questions.
2. Matters left tabled beyond the end of the next session die. However, they can be brought up at a later session as new questions.
3. Matters rejected:

During the same session, the motion Reconsider would be in order. (Or if the question is substantially different, due to a change in circumstances or new information or other significant change in intent, a new motion might be in order.)

At a later session, a motion can be "renewed" - that is the same question can be introduced again as if new.

4. Matters adopted:

During the same session, the motions Reconsider or Amend Something Previously Adopted would be in order. The motion to Reconsider is in order if the original motion was voted on yesterday or today. The motion to

Reconsider must be made by a member who voted on the prevailing side of the original vote. If the Reconsider time limit has passed, the appropriate motion would be Amend Something Previously Adopted.

During the same session, Reconsider is the preferred motion, however.

Amend Something Previously Adopted is in order at any time before or after it is too late to Reconsider.

At a later session, the appropriate motion would be Amend Something Previously Adopted. Any member may make that motion and there is no time limit.

5. Matters temporarily disposed of:

Suspend the Rules, Discharge a Committee or Take from the Table would be appropriate depending on the circumstances, or Reconsider the motion (if reconsiderable) that temporarily disposed of the motion, e.g. Commit or Postpone.

6. Matters on the floor:

Appeal the Chair, Point of Order, Call for the Orders of the Day, Division of the Question, etc., and other parliamentary tools may be appropriate.

RECESS OR ADJOURN

The differences between Recess and Adjourn are very slight, but basically:

Recess means to take a short intermission within a meeting. After the recess, proceedings are immediately resumed at the point where they were interrupted.

Adjourn means to terminate the session.

A session is a series of meetings wherein each succeeding meeting is scheduled with the view to continuing business at the point where it was left off at the previous meeting.

BYLAWS, RULES OF ORDER, AND STANDING RULES

Bylaws - a permanent description - including parliamentary and non-parliamentary - of the society, its officers, its purpose, and procedures.

Adopted by 2/3 majority with notice.

Cannot be suspended.

Can be amended by 2/3 majority with notice.

Rules of Order - parliamentary.

Adopted by 2/3 majority with notice.

Can be suspended by 2/3 majority.

Can be amended by 2/3 majority with notice.

Standing Rules - not parliamentary, such as meeting places and times, etc.

Adopted by majority.

Can be suspended by majority.

Can be amended by 2/3 without notice or majority with notice.

ALSO KNOWN AS

Since the OK.RSC Rules of Order are fairly formal, following is a list of some of the more commonly known terms:

<u>Formal name</u>	<u>Common name</u>
Unanimous Consent	"Acclamation" (particularly in elections)
Previous Question	Call the pending motion to a vote; call for the question; call for the vote
Adopted	Carried or passed
Suspend the Rules	Change the Orders of the Day
Amend Something Previously Adopted OR Reconsider	Change something we've already voted on (Repeal, Rescind, Annul)
Rejected	Failed or not passed
Unanimous Consent	"Friendly" (particularly in the case of amendments)
Question	Motion
Unfinished Business	Old business (although this term is misleading, since addressing previously-handled, i.e. old, business is different than addressing business yet undone)
Question of Privilege	Point of personal privilege
Entertain a motion	Sensing the assembly's intent, the Chair mentions the motion that would be in order that might accomplish the assembly's goal
Unanimous Consent	Sensing no objections

Amend by Substitution

Substitute

Put the Question Vote

DESCRIPTION OF MOTIONS

Following is a text description, in alphabetical order, of the most commonly used motions describing their use and characteristics.

Adjourn - means to close the session immediately.

Amend (a pending motion) - means to modify the wording of a pending motion and is considered a primary amendment that is it applies directly to the main question. The amendment is voted on by itself and before the pending motion. If the amendment is adopted, the main motion is pending in its amended form; if the amendment is not adopted, the main motion is pending in its original form.

An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of by itself and before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form; if the secondary amendment is not adopted, the primary amendment is pending in its original form.

A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.

A member's vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments, secondary amendments, and pending motions are voted separately, it allows each member the freedom to be in opposition to the amendment(s) but in favor of the motion, or vice versa.

The motion to Substitute, a form of the motion Amend, proposes that a substitution shall come before the assembly in place of the pending resolution. During the consideration of the motion to Substitute, debate can go into the merits of the pending resolution and the proposed substitute, and both may be perfected by amendment, but any amendments to the original pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to Substitute is voted on. If carried, the substitution comes to the assembly for vote. If the motion to Substitute fails, the original pending resolution comes to the assembly for vote.

Amend Something Previously Adopted - means to change a part of a motion already adopted. This motion can be moved by any member, regardless of how they voted on the original question. There is also no time limit on when this motion can be made.

Rescind, Repeal, Annul, a form of the motion to Amend Something Previously Adopted, means to cancel out totally a motion already adopted. This motion can be moved by any member, regardless of how they voted on the original question. There is also no time limit on when this motion can be made.

Amend the Bylaws or Special Rules of Order is a form of the motion Amend Something Previously Adopted. Generally, the document to be amended should have a provision within it stating how it can be amended. If the document does not state how it can be amended, then Amend the Bylaws is in order as a motion.

Appeal the Chair - means a member does not agree with the Chair's ruling on a matter and wants the assembly to decide. If seconded, in effect the ruling is taken from the Chair and is either sustained or reversed. By electing a Chair, the assembly delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right of appeal and have no right to criticize a ruling of the Chair unless they appeal the decision.

Commit or Refer to Committee - means to send the pending question or other issue to a committee so that the question or issue may be carefully investigated or developed. The motion should specify which committee. If a special or ad hoc committee is needed, the committee can be formed in the same or amending motion.

Discharge a Committee - means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee, or when the assembly wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that in effect discharges it. So long as the question is in the hands of a committee, the assembly cannot consider another motion involving practically the same question.

If the matter was originally given to the committee with the subsidiary motion of Commit attached to a pending motion, then the question comes immediately before the assembly. On the other hand, if the matter was given to the committee with a main motion, the matter dies when the committee is discharged. Another main motion is needed to bring it up again.

Division of Question - means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is to be.

Lay on the Table - means to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from table before the end of the next session or the matter dies. However, the matter may be introduced at another session as a new motion.

If the mover's intent is anything other than temporarily laying a matter aside until an emergency situation is taken care of, then the proper motions/actions are: Postpone Definitely; Postpone Indefinitely; Objection to Consideration; or vote against the motion. The motion Lay on the Table should be ruled out of order if its intended effect is to kill the motion for the current session. It is proper for the maker to state his reason or for the Chair to ask for the reason of Laying on the Table.

Since a motion that has been Laid on the Table is still within the control of the assembly, no other motion on the same subject that would substantially conflict, or present the same question would be in order. To consider a conflicting motion or a substitute, the tabled motion would first need to be taken from the table and disposed of.

Limit or Extend Debate - means the assembly can exercise special control over the total time of debate, the time each member has to debate, the number of members who can speak on a pending motion or series of pending motions, or the time that debate will close. This motion cannot impose an immediate closing of debate; the appropriate motion then would be Previous Question.

Main Motion - the introduction of new business, or in some cases the reconsideration or amendment of previously-adopted business.

Objection to Consideration of the Question - means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the Chair is phrased so members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion.

If the objection is sustained, the main motion cannot be renewed during the same session except by unanimous consent or by reconsideration of the vote on the objection; however, the same main motion can be introduced at any succeeding session.

Order of the Day, to Call for - means any member can require the assembly to conform to its own agenda, unless the assembly then Suspends the Rules or Changes the Order of the Day.

Parliamentary Inquiry - is a question to the Chair to obtain information on a matter of parliamentary procedure or the guidelines of the assembly bearing on the business being considered. It is the duty of the Chair to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The Chair is not obligated to answer hypothetical questions.

The Chair's reply is not subject to Appeal, since it is an opinion, not a ruling. However, a member has the right to act contrary to this opinion and if ruled out of order, to appeal such a ruling.

Point of Information - is a request directed to the Chair, or through the Chair to another member, for information relevant to the business being considered but is not a matter related to parliamentary procedure and requires no vote. A Point of Information is not properly used to create a discussion between two members.

If the Point of Information is a question to a member who is speaking, the Chair will ask the member who correctly has the floor if he will yield to a Point of Information; the member has the right not to yield, since the time consumed for the Point of Information will be taken out of the speaker's allowed time. If the member does yield, the member raising the point is required to raise the issue in the form of a question to the Chairperson, but the Chairperson usually allows the member who correctly has the floor to answer. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.

Point of Order - means a member believes the rules of the assembly are being violated and is asking for recognition from the Chair to make a determination as to whether or not the procedure that the member feels is pertinent is being violated. A Point of Order is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the assembly working on the business that it is supposed to be working on and in accordance with its guidelines and other rules of order.

This Point needs to be made immediately at the time the perceived breach occurs. If a member is uncertain there is a breach of order, he can make a Parliamentary Inquiry. Also, it is undesirable to raise Points of Order on minor irregularities, if it is clear that no one's rights are being infringed on.

Postpone to a Definite Time (Definitely) - Means to put off action on a pending motion until a definite day, meeting or hour or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond six (6) months.

When the time to which a question has been postponed arrives, the question can be postponed again if additional delay will not interfere with the proper handling of the postponed motion.

When consideration of the question is resumed at the specified time, the business is in the same condition as it was immediately before the postponement, including any adhering motions. If the postponed motion is taken up on a different day, the business is in the same condition as it was immediately before postponement with all adhering motions, except the rights of debate begin over again as if it had never been debated.

Postpone Indefinitely - means that the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

Previous Question - means to immediately close debate and the making of any subsidiary motions, except Lay on the Table, of a pending motion. If Previous Question is not adopted, debate continues. If adopted, the pending motion immediately goes to vote.

Question (Point) of Privilege, to Raise - permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order.

The Chair rules (subject to Appeal) only on whether this matter should interrupt pending business. If the Chair rules yes, then the Question is handled depending on its original form. If originally phrased like a request it is handled as such; if phrased like a main motion, the Question then requires a second, is debatable, amendable, etc. and is handled by the Assembly.

If there is no urgency, a Question of Privilege can be brought to the assembly as a regular main motion and handled in the normal course of business.

Recess - means a short intermission in the assembly's proceedings which does not close the meeting, and after which business will immediately be resumed at exactly the point where it was interrupted.

If a recess is provided for in the agenda, the Chair simply declares the assembly in recess. If the Chair does not announce a pre-scheduled recess at the scheduled time, a member can Call for the Order of the Day. If the assembly wishes to postpone a pre-scheduled recess, it can move to Suspend the Rules.

Reconsider - enables a motion or amendment to be reconsidered if a member believes it was a hasty or ill-advised action or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side) and it must be moved either on the same or next day of the original vote. If the Reconsider is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it had never been voted on, that is it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.

If the Reconsider motion is debatable, a member has the right to debate the Reconsider motion regardless of whether his rights to debate were exhausted on the original motion. If the Reconsider is adopted the same day as the original vote, a member whose rights to debate the original motion were exhausted are still exhausted; if the Reconsider is adopted the next day, a member's rights to debate the original motion begin over again.

Suspend the Rules - enables the assembly to do something without violating one or more of its own regular rules, for instance to bring a matter up at a different time than originally scheduled. The Chair cannot move this, but can entertain another member to.

To Change the Order of the Day is an application of Suspend the Rules, and means to take a question out of its proper order or to consider one before the time to which it was postponed.

Take From the Table - enables the assembly to make pending again a motion that had previously been laid on the table. If a matter is not Taken from the Table within the same session as the Motion to Lay on the Table, the matter dies; although the matter can be reintroduced later as a new question.

If the motion to Take from the Table is adopted, the original motion becomes pending in its exact form, including all adhering motions, as when it was laid down. If a matter is Taken from the Table the same day as laid down, members who had exhausted their right to debate cannot speak again; if Taken from the Table on another day, debate rights start over again.

Voting, motions about - enables the assembly to obtain a vote on a question in some form other than by voice or other than as described in the assembly's standing rules, or to close or reopen the polls.

Withdraw/Modify a Motion, To Grant the Maker Permission - means the assembly gives permission to the maker to alter or withdraw his motion. This permission is only required after the motion has been stated by the Chair. After the question is stated by the Chair, the motion becomes a pending motion and the property of the assembly which has to dispose of it in some way. A pending motion can be amended only by vote or unanimous consent even if the maker of the motion accepts the amendment.

Before a question is stated by the Chair, the maker has the right to modify or withdraw it. If the maker of a motion modifies it before it is stated, the seconder has the right to withdraw his second; if a modification is accepted by the maker as suggested by another member, either before or after the motion has been seconded, the suggester has in effect seconded the modified motion, so no other second is necessary.

Motion	Type	In Order When Another Has Floor	Second Required	Debatable	Amendable	Vote Required for Adoption	Can Be Reconsidered
Adjourn	P	No	Yes	No	No	Majority	No
Amend							
A pending motion	S	No	Yes	If motion to be amended is debatable	Yes	Majority (<i>vote is on amendment only</i>)	Yes
An amendment to a pending motion	S	No	Yes	If motion to be amended is debatable	No	Majority (<i>vote is on amendment only</i>)	Yes
Amend Something Previously Adopted	B	No	Yes	Yes	Yes	2/3	Negative vote only
Amend The Bylaws or Special Rules of Order	B	No	Yes	Yes	Yes	2/3 with previous notice	Negative vote only
Appeal The Chair (<i>must be made immediately following decision</i>)	I	Yes, at time of appealed ruling	Yes	Only 1 Pro and 1 Con - Con is always the Chair *	No	Majority in negative to reverse Chair	Yes
Call For Orders Of The Day	P	Yes	No	No	No	Must be enforced on demand of a member unless set aside by 2/3	No
Call The Question (aka Previous Question or Call For A Vote)	S	No	Yes	No	No	2/3	Yes but if adopted, only before vote has been taken on the called motion
Commit (Refer) To Committee							
Of a pending motion	S	No	Yes	Yes	Yes	Majority	Yes if committee has not begun work
Of a matter not pending	M	No	Yes	Yes	Yes	Majority	Yes if committee has not begun work
Discharge A Committee	B	No	Yes	Yes and can go into matter in hands of committee	Yes	2/3 *	Negative vote only
Divide A Motion	I	No	Yes	No	Yes	Majority	No
Lay On The Table (applies to entire motion pending; matter dies if not Taken From The Table before end of next session)	S	No	Yes	No	No	2/3 *	No
Limit or Extend Debate							
Of a pending motion	S	No	Yes	No	Yes	Majority *	Yes but if vote was yes, only unexecuted part of order
For duration of meeting	M	No	Yes	Yes	Yes	Majority *	Yes
Main motion (aka question)	M	No	Yes	Yes	Yes	Majority	Yes
Object To Consideration Of The Motion (<i>must be made prior to debate</i>)	I	Yes until consideration has begun	No	No	No	2/3 to sustain objection	Only if objection was sustained
Parliamentary Inquiry	I	Yes	No	No	No	Not voted on; Chair responds	N/A
Point Of Information	I	Yes but the member who has the floor has the right not to yield	No	No	No	Not voted on; either Chair responds or the member who has the info	N/A

Motion	Type	In Order When Another Has Floor	Second Required	Debatable	Amendable	Vote Required for Adoption	Can Be Reconsidered
						responds through the Chair	
Point Of Order	I	Yes	No	No unless Chair submits it to assembly, then yes	No	Chair rules; unless submitted to assembly, then majority	No
Point of Privilege (aka Question of Privilege)							
If main motion is not in order	P	Yes but should not interrupt anyone unless unavoidable	No	No	No	Chair only rules on whether Point should interrupt (subject to Appeal)	No
If main motion is in order	M	No	Yes	Yes	Yes	Majority	Yes
Postpone To A Definite Time (applies to entire motion pending) (cannot be postponed beyond 6 months *)	S	No	Yes	Yes	Yes	Majority	Yes
Postpone Indefinitely (applies to entire motion pending)	S	No	Yes	Yes and can go into matter	No	Majority	Affirmative vote only
Recess							
If moved while motion is pending	P	No	Yes	No	Yes as to time	Majority	No
If moved while no motion is pending	M	No	Yes	Yes	Yes	Majority	No
Reconsider (must be made by a member who voted on prevailing side of original motion and must be made during same session)	B	Yes but only before another has begun to speak	Yes	Yes if original motion was debatable and then can also go into debate of original motion	No	2/3 *	No
Suspend							
Rules of Order	I	No	Yes	No	No	2/3	No
Standing Rules	I	No	Yes	No	No	Majority	No
Take From The Table	B	No	Yes	No	No	Majority	No
Voting, motions about							
If moved while motion is pending	I	No	Yes	No	Yes	Majority, except 2/3 to close poll	If was to close polls, no; if was to reopen polls, negative vote only; all others, yes
If moved while no motion is pending	M	No	Yes	Yes	Yes	Majority	Yes
Withdraw/Modify Motion, To Grant Maker Permission To After Stated By Chair (otherwise, use some other motion)	I	Yes if requires immediate attention	Yes if made by maker; No if made by another	No	No	Majority	If was to Withdraw, negative vote only; if was to modify, yes

Amendments:

Guidelines for OK Region of Narcotics Anonymous Event Sub-Committees

This guide is intended to provide a basis for OKRSC Event Sub-Committees to operate from. All guidelines may not specifically apply to all such Sub-Committees, but we hope the concepts within the guide will be adapted to most situations, as well as serve the same purpose for other NA areas and/or groups.

Duties Event Sub-Committee

There are some usual sub-committees found in our events committees such as: Taping, Vending, Merchandising, Programming, Event Information, Registration, Hospitality, and Event Site Liaison, as well as Chair, Vice-Chair, Secretary, and Treasurer.

Taping is responsible to locate a contractor to audiotape segments of the event such as workshops or speakers.

Vending usually locates outside vendors to furnish merchandising items such as jewelry, clothing, greeting cards, etc.

Merchandising usually provides items like T-shirts and mugs etc. directly related to the event. These items are usually purchased from within the Event budget.

Programming can be responsible for determining speakers, workshops, time schedules, the printed programs for the event, and commemorative banners.

Programming may wish to request audio-tapes of the invited speakers, to determine content. This sub committee may also wish to request outlines of workshop presenters for the same reason. Speakers and/or tapes as well as workshops should be reviewed for clear and concise NA message

(It should be noted the Plains States Zone, of which the OK Region is a part, has developed a pool of speakers and workshop presenters in hopes of reducing travel costs).

Event Information handles media inquiries regarding the event and NA in general, and can also provide informational mail-outs to both the fellowship and outside agencies such as treatment centers, department of correction facilities, half-way houses, etc.

Registration usually is responsible to design the system for registration at the event.

Hospitality is usually responsible for any welcoming room catering efforts.

Event Site Liaison is responsible for interaction between the site and the committee requests. The committee requests of the site should be given to the liaison as soon as possible in the event planning process.

Fundraising is responsible for such events during the calendar year that precedes the event. While these monies are generated through the event name, i.e., Convention, Campout, Retreat, the funds are to be reported and turned into the event treasurer who in turn, shall transfer all such monies to the OK Region treasurer at RSO.

Chair, Vice-Chair, Secretary and Treasurer duties are similar to other like positions regarding service in NA.

Event committees are free to determine their meeting format. It is, however, suggested that sub-committees submit written reports about their activities since the last meeting, and these monthly reports as well as year-end reports be given to the incoming committee members for review. This may be helpful in determining timelines as well as duties for incoming sub committee members of future events. The year-end report for each regional event will be given by the out-going chair or alternate thereof, at the RSC meeting following the event.

Particular duties found in the above sub-committee descriptions, or the committees themselves can be combined or deleted as needed.

Financial

Any event committee should set up a proposed budget as soon as is feasible, and present that budget to the RSC for review. Presentation of this budget proposal at the first RSC meeting after the first two sub-committee meetings is recommended.

Initial operating funds, sometimes referred to as seed money, for things such as committee meeting space rent or secretarial expenses shall be dispersed to the event treasurer, in the amount of \$200.00.

The committee chairpersons should ask each of their sub committees to keep financial records of their activities, (a form is available from OK.RSO) and include this information with their meeting reports.

Merchandise items such as T-Shirts, coffee mugs, are pre-approved to a \$2000.00 maximum. Additional expenses over \$2000.00 are allowed, but such requests need to go to RSC for approval.

At this time, (Feb. 2003) under Oklahoma statutes, raffles are considered illegal and such activity is deemed a felony. The OKRSC decided not to hold raffles unless events state the rules prior to this type of fundraising activity. However, this type activity is possible as long as anyone regardless of ability to pay may be provided the chance to win without charge. A complete set of guidelines concerning how to hold drawings of this type is available from RSO.

Event Sub-Committees and OK Regional Service Office

In an effort to maintain a single point of responsibility, funds generated through pre-event merchandise sales, for example, shall be turned in to the RSO/RSC treasurer instead of these funds being kept within the sub committee. Committees must prepare to be able to turn in monies generated during events. All monies must be turned in no later than 10 days following the close of the event.

Contracts with any agent supplying goods or services to the Event Committee shall be directed to OKRSO for signing. This is to provide a buffer between the committee members themselves and possible legal issues that may arise as a result of the event.

Any event sub committee dealing with outside vendors, should request that the vendor supply WSO licensing information with correspondence and this licensing information be included when submitting contracts to RSO.

Members found to have misappropriated NA funds, will immediately be required to step down from their positions. Any other service committees, on which the member serves that require stewardship over NA funds will be notified. If after one month the member has not taken steps to alleviate the situation, the OK RSC can direct RSO to take any appropriate legal action to recover NA funds.

RSO does not recommend any event committee member who is found to misappropriate or mishandle NA funds in anyway, be given such responsibilities by future committees, without extremely through consideration by the service body involved. RSO

further recommends Area and Group service committees consider taking this same type of action when filling their service positions regarding the handling of NA funds.

The RSC will forward all returned checks received from event committees to RSO for resolution.

All event sub committees are encouraged to review the OK Region Bylaws, Section XIII, under Activities, and with specific respect to Items A-4, B, and C, as well as any other similarly related NA publications.