



NARCOTICS ANONYMOUS HAWAII

Regional Service Committee

Policy & Guidelines

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OUR VISION..... 3

OUR MISSION STATEMENT 3

THE REGIONAL SERVICE COMMITTEE 4

THE TWELVE TRADITIONS AND THE TWELVE CONCEPTS OF NA SERVICE . 4

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS..... 4

THE TWELVE CONCEPTS OF NA SERVICE..... 5

MEETING TIMES AND LOCATIONS..... 5

MEETING AGENDA 6

MEETING FORMAT 6

QUORUM 9

VOTING..... 9

MOTIONS 10

TYPES OF MOTIONS..... 12

DEBATE AND DISCUSSION 13

**NOMINATION AND ELECTION OF HRSC OFFICERS AND REPRESENTATIVES,
AND REGIONAL ENDORSEMENTS 14**

VOLUNTARY AND INVOLUNTARY RESIGNATION..... 17

**USE OF QUALIFICATIONS FOR HRSC OFFICERS AND -REGIONAL DELEGATES
..... 18**

QUALIFICATIONS FOR HRSC OFFICERS 18

**QUALIFICATIONS FOR STANDING AND AD HOC COMMITTEE
REPRESENTATIVES 20**

**DUTIES AND RESPONSIBILITIES OF HRSC OFFICERS, STANDING AND AD
HOC COMMITTEE REPRESENTATIVES, AND RCM'S 22**

SPECIAL SESSIONS OF THE HRSC 31

RESOLUTIONS OF POLICY 31

TRAVEL POLICY 31

ASIA PACIFIC FORUM CONTRIBUTION DRAWINGS 33

HAWAII REGIONAL SERVICE COMMITTEE..... 35

MOTION FORM..... 35

OUR VISION

To facilitate resources that unify the Hawai'i Region through support of the Area Service Committees within the Region by providing timely and effective access to information and services, resulting in the continued improvement of the implementation of our services to further our primary purpose throughout our unified Areas, our *Region* and our Zonal Forum.

OUR MISSION STATEMENT

- (1) Assist in developing unity throughout our NA Region by providing assistance in hosting events which have an impact throughout the unified Region: Annual "Learning Days", The Annual Regional Convention, Quarterly HRSC meetings, and other statewide "Event" projects as requested by the NA Areas.
- (2) Provide easy access to information from various sources that match the needs of the Areas.
- (3) Manage the Hawai'i Regional funds responsibly: funds for our operations are derived from conventions, merchandise sales and regional ~~donations~~ **contributions** from NA Areas and Groups.
- (4) Appoint ad hoc committees as necessary and as requested by NA Area representatives or NA Regional Committee Members.
- (5) Being responsive to the needs of the Areas; at our Quarterly Meeting assist with, or clarify issues affecting NA Areas when brought to the attention of the Regional Body by their representatives or individual members.
- (6) Support a Delegate to the World Service Conference and World Service Meetings.
- (7) Support a Delegate to the Asia Pacific Zonal Forum
- (8) Fund travel of our Delegates to the respective conferences, and our Administrative Committee of the HRSC to its Quarterly Meetings.
- (9) Provide protection for the individual and the Group against Third Party Claims by maintaining a general liability insurance policy for the specified island gatherings of the NA Areas and the Hawaii Regional Convention.

THE REGIONAL SERVICE COMMITTEE

The Hawaii Regional Service Committee, referred to as HRSC, is a committee made up of Regional Service Committee Officers to include the Regional Delegate and Regional Delegate Alternate (RD & RD-A), Standing and Ad Hoc Committee Representatives, and Regional Committee Members (RCM's), who are selected by the Area Service Committees (ASC) within the Region to serve the Fellowship. The HRSC meets regularly to serve the specific needs and directions of its member Area Service Committees.

THE TWELVE TRADITIONS AND THE TWELVE CONCEPTS OF NA SERVICE

The HRSC members, directly responsible to those they serve, use the Twelve Traditions of NA and the Twelve Concepts for NA Service to guide them in their decisions, policies and actions as trusted servants.

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first. Personal recovery depends on NA unity.
2. For our group Purposes 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 NA as a whole.
5. Each group has but one Primary purpose -- to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA 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. NA, 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 NA 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 OF NA SERVICE

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 process.
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 the 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.

MEETING TIMES AND LOCATIONS

- (1) The HRSC will meet on the weekend of the third Sunday each quarter beginning in January (January, April, July, and October).
- (2) The meeting shall begin on Saturday at 10:00 am to 5:00 pm and continue the following Sunday from 9:00 am to finish.

- (3) The HRSC Chairperson, in conjunction with the local Area RCM, will be responsible for arranging the meeting place.
- (4) A map showing the location of the meeting will be emailed by the hosting Area's RCM to the HRSC members fourteen (14) days prior to the meeting.
- (5) Each year, the HRSC will review its meeting location plan. A new rotation plan will be decided upon at the October meeting. The primary objective of this recommendation is to make the HRSC meeting available to the NA fellowship throughout the islands in the Region.

MEETING AGENDA

- (1) The Chairperson will arrange the agenda at the Admin meeting on the Friday preceding the HRSC. Members of the Admin Committee should bring their agenda items to this meeting.
- (2) All pre-arranged agenda items have priority over items presented at the meeting. At the discretion of the Chairperson exceptions may be granted due to time constraints appropriate of the item, or perceived "emergency" status.
- (3) Chairperson will distribute agenda after establishing the quorum.
- (4) Chairperson will ask for additions/deletions to the agenda at this time.

MEETING FORMAT

The Hawaii Regional Service Committee is a two-day meeting, conducted on the dates established in previous sections of the HRSC Guidelines and Policy. The Administrative Committee will meet before the start of business to prioritize the agenda. The following is a suggested meeting format:

Friday Evening

- (1) The Administrative Committee will meet from 7 pm to 10 pm to discuss the agenda for the HRSC meeting. This is a mandatory meeting for all Officers (Chair, Vice-Chair, Treasurer, Secretary, RD and RD-A). The purpose of this meeting is to consider the agenda for the two-day Regional session and incorporate changes in order to make the agenda as accurate and timely as possible. The Administrative Committee meeting is open to all HRSC members and RCM's are encouraged to attend and provide input. The meeting may be held in a venue such as a restaurant or a personal residence; the RCM will not need to rent a facility.
- (2) The Board of Director's (BOD) meeting will follow the agenda meeting. This meeting is mandatory for all BOD members.

Saturday 10:00 am to Finish (Session One)

(1) **Opening:** The Regional Meeting will begin promptly at 10:00 am. Chair will open meeting with a moment of silence followed by the Serenity Prayer. The Twelve Traditions will be read while the 7th Tradition is observed. The Twelve Concepts will be read.

(2) **Introductions:** Those attending the meeting will introduce themselves and their positions, if applicable. Members who are not Regional participants are invited to introduce themselves.

(3) **Open Forum:** At the beginning of the Open Forum, a time will be provided for announcements and flyer distribution. The Open Forum is an opportunity for members to discuss any concerns they may have. **THIS IS NOT A RECOVERY MEETING.** Members with issues and concerns they want to discuss will need to inform the Chair at the beginning of the Open Forum so that they can be placed on the agenda. Anyone may address the Region during the Open Forum. The meeting will be moderated by the Chairperson, and will last no longer than one hour, (unless extended by a majority vote of the RCM'S).

(4) **Quorum Establishment:** The Secretary will conduct a formal roll call and establish a quorum, then announce if the quorum required to conduct business has been met. At this point, the HRSC converts to a business-meeting format. The only attendees who are allowed to speak are the HRSC members. Observers are invited to attend but will not be given the floor to address the Region, unless duly recognized by the Chairperson.

(5) Chairperson will distribute the meeting agenda and ask for additions and/or deletions.

(6) **Secretary's Report:** The report of the previous meeting's minutes is given and questions about the minutes are addressed. Corrections, if needed, are made to the Secretary's final copy. A verbal motion to approve the Secretary's report is made and voted upon by HRSC members (simple majority).

(7) **RCM Reports:** The Regional committee member reports are given. The order of the reports is discretionary.

(8) **Chair Report:** Chairperson will report on any phone votes, agenda updates, and meeting structure related issues.

(9) **Initial Treasurer's Report:** Treasurer will present an initial financial/budget report to the Region. If needed, corrections to the Treasurer's report and questions about the report or budget may be

addressed at this time. A verbal motion to accept the Treasurer's report is made and voted upon by HRSC members (simple majority vote).

(10) **Board of Director's Report:** The Secretary will give a report, on behalf of the Board of Directors.

Lunch Break: A one-hour lunch break will be observed. Experience has proven that to accomplish this, members should get "fast food" or order in.

(11) **Regional Delegate Reports**

a. RD: will report on any issues involving the Region's relationship/representation with the World Service Conference, the WSO, the APF, and changes to the HRSC policy.

b. RD-Alt.: will report on any inter-regional issues and projects passed down from the RD.

c. Any voting on motions made by the RD or RD-Alt will occur at this time.

(12) **Ad Hoc Committee Concerns:** The RD-Alt will report on any ad hoc committee concerns.

a. Any voting on motions made by the RD-Alt. regarding committee issues will occur at this time.

(13) **Ad Hoc Committees:** The Ad Hoc Representative will report on any business to do with its committee. As opposed to the RD-Alt. reports (Section 7, item 12), the focus of this report will be on Ad Hoc Committees with a representative who is asked to report in person.

a. Any voting on motions made by the Ad Hoc Representative will occur at this time.

Sunday 9:00 am to finish (Session Two)

(14) **Revised Treasurer Report**

(15) **Old Business:** Any items of business remaining from the previous meeting will be addressed here.

(16) **Elections** if scheduled

(17) **New Business:** Any items of new business not addressed during the previous HRSC meeting will be considered.

(18) **Area Motions**

- (19) **Financial Motions**
- (20) **Task List**
- (21) **Time and Date of next meeting**
- (22) **Closed Forum**
- (23) **Adjournment**

QUORUM

- (1) An official quorum must be established to conduct business.
- (2) The official quorum must be established by one-half hour after the start of the HRSC meeting. Otherwise, business not requiring a vote will be conducted.
- (3) An official quorum is one more than half of the voting members.
- (4) The following Areas are recognized by the HRSC and shall be eligible for one vote each by active representation: Oahu Area; Kauai Area; Maui Area; West Hawaii Area and East Hawaii Area.
- (5) In the absence of an elected RCM for an Area, only an eligible voting alternate, as determined by the Area, will be considered.
- (6) If eligible voting members leave the meeting before all business has been conducted, thus dissolving the quorum, normal business may continue as though a quorum were still present.

VOTING

- (1) Eligible to vote:
 - a. The RCM
 - b. The Alternate RCM, or designated alternate, in RCM's absence
 - c. The HRSC Chairperson will vote only in the case of a tie.
- (2) Voting on Reports, HRSC policy, and the Service Structure:
 - a. The Secretary and Treasurer reports will pass with a simple majority of the HRSC members.
 - b. All matters affecting HRSC policy or the service structure will pass with a two-thirds majority of the voting quorum.
 - c. All other motions shall pass with a simple majority.

(3) Vote counting shall be by “yea” or “nay” votes only. A vote to “abstain” shall be recorded and may or may not affect the outcome of a simple or two-thirds majority vote.

(4) Phone votes for Region are limited to the following:

a. If discussion has taken place at the Regional meeting, a phone vote may be scheduled at least 30 days after the meeting to allow RCM’s to get input and guidance from their respective Area Service Committees.

b. If an issue arises between meetings any officer or RCM may petition the Chairperson by email for a phone vote. The Chairperson will then contact all RCMs and read the motion to be voted on. A phone vote will be held no sooner than 7 days after the last RCM has been contacted to allow for Area discussion. An RCM may call with the vote sooner if he or she is ready. This will allow for discussion at Areas and between Areas.

c. An emergency phone vote may be taken if an issue arises that has been brought to the Regional Chairperson by phone or ~~letter~~ **email**. The Chairperson will call the Vice-Chairperson and RD to discuss the issue. If they agree it needs immediate action the Chairperson may call RCM’S and a vote then taken. The intent of this policy is to allow for emergency votes ONLY if the issue cannot wait the time it takes for #4b above. (This option is to be the exception rather than the rule. We must always seek Area input on all issues).

MOTIONS

A motion [italics added - ER] is the method by which actions are formalized by the HRSC voting members. The following are guidelines for their use:

(1) Making of Motions

a. RCMs, Ad Hoc Committee Representatives, and Officers of the HRSC (except the Chairperson) are the only members of the meeting allowed to submit a motion to the floor.

b. A motion must be seconded. A second merely indicates that another member wishes the matter to come before the group. It does not necessarily mean that the person who seconded the motion is in favor of the motion. Any officer, (except the Chairperson), Ad Hoc Committee Representative, or RCM may second a motion.

c. All motions are debatable except the verbal motions to accept the Treasurer and Secretary reports.

- d. Motions submitted prior to the HRSC meeting will have priority over motions submitted during the meeting. This means that a motion previously submitted on a particular subject or action will be considered first.
- e. It is the position of the HRSC that anything involving this body, funded or non-funded, be brought to this Committee in a timely manner for prior approval.
- f. All motions affecting the Regional budget will go back to the areas for discussion and voting. The annual budget will be prepared for the October meeting for a vote in January.
- g. All motions will go back to the Areas that deal with HRSC policy changes or policy additions. All motions dealing with money shall also go back to the areas for discussion and vote.
- h. Policy housekeeping motions do not have to go back the Areas. They will include policy grammar changes, typing errors. All other motions will go back to Areas for approval.

(2) Amendments to a Pending Motions

- a. Any HRSC member may amend a motion; however the maker of the original motion must accept the amendment.
- b. If the maker does not accept the amendment, the amendment can still be considered by the HRSC if another HRSC member seconds the amendment.
- c. The amendment to a motion must be considered first before addressing the original motion.

(3) Retraction of Motions

- a. Only the member submitting it, with the consent of the member who seconded the motion, may retract a motion.

(4) Reversal of Motions

- a. There will be only one motion per meeting allowed to reverse the action of a previous motion that was passed at that same meeting.

(5) Out of Order Motions

- a. A motion submitted to the HRSC can be declared 'out of order' by the Chairperson or Vice Chairperson and will not be presented to the voting

members. The reasons for declaring a motion as out of order are and include:

1. Failing to follow the guidelines contained in this policy regarding motions.
 2. Language contained in the motion considered by the HRSC Chairperson to be inconsistent with recovery and conducting NA service responsibilities.
 3. That the content of the motion is of a personal nature concerning an NA member and is considered by the Chairperson to be outside the concern and responsibility of the HRSC.
 4. That the content of the motion is beyond the scope and purpose of NA, the HRSC, and the members of NA.
 5. That the content of the motion is plainly and obviously inconsistent with the Twelve Traditions and the Twelve Concepts of NA Service.
 6. These out of order motion guidelines apply to all types of motions outlined in this policy.
- b. The Chairperson will be responsible for informing, as soon as possible, the maker and the member who seconded of the motion that the motion has been declared out of order. This will allow the member submitting the motion properly resubmit the motion at the present or subsequent meeting.

TYPES OF MOTIONS

There are different types of motions used by the HRSC (Written & Verbal). Their differences and usages are listed below:

(1) Written Motion:

- a. Is written on an approved form as provided by the Secretary. A copy of this form is included at the end of this policy guide.
- b. Written motions are submitted to the Vice Chairperson who reviews them for clarity and orderliness.
- c. As soon as possible the Vice Chairperson will give all acceptable motions to the Chairperson for review.
- d. All written motions will be kept for record keeping purposes by the Secretary.

e. Written motions will be used for voting on matters affecting HRSC policy, ad hoc committee requests for money and all other financial matters.

(2) Verbal Motion:

- a. A verbal motion is used to accept the Treasurer and Secretary reports at the beginning of the HRSC meeting.
- b. A verbal motion may also be used for simplicity in those situations where it is deemed to be acceptable by the Chairperson. However, this will not override HRSC policy as stated in Section 11, 1, e., concerning the usage of written motions.
- c. Verbal motions are approved/disapproved by a voice vote.
- d. RCMs, Ad Hoc Committee Representatives, and Officers of the HRSC (except the Chairperson) are the only members of the meeting allowed to make a verbal motion.
- e. The Secretary will note in the meeting minutes that a verbal motion was made and what the results of that vote were (i.e., 4 yea, 1 nay, and 2 abstaining, etc.).

DEBATE AND DISCUSSION

To avoid confusion and reduce the amount of time spent on HRSC business, the following guidelines have been adopted. They are intended to guide the Chairperson in executing the agenda and are not to be used as a device for the self-interests of individuals. It is the Chairperson's responsibility to guide the HRSC in the debate and discussion of the Fellowship's business, upholding Concept 7 and Concept 9, while following the policies of the HRSC.

(1) Debate and discussion are limited to the members of the HRSC, once recognized by the Chairperson. The Chairperson may recognize others at his/her discretion as is prudent by the nature of the business at hand.

(2) The difference between discussion and debate are as follows:

- a. Discussion is that which takes place when there is no motion on the floor.
- b. Debate is that which follows a motion and is prior to a vote.

(3) Discussion will occur at times such as in Old Business, New Business, Regional Committee Member reports, RD and RD-A reports, or Ad Hoc committee reports. The Chairperson will at his/her discretion lead the

discussion, interpret discussion guidelines, or close the discussion at hand. The guidelines on discussion are as follows:

- a. Each participant may make two statements and ask one question on each issue.
- b. A participant may appeal to the Chairperson to continue the discussion. It would be up to the Chairperson to either continue the discussion, or suggest that a motion be made on the issue. A motion could be made to vote on the issue or to table the issue until a future meeting.

(4) Debate will occur after a motion is made and seconded. The limits on debate are as follows:

- a. In debate, each member will be given a limit of one minute to address the motion being debated.
- b. The member who made the motion may have a final appeal before a vote is taken.
- c. At the discretion of the Chairperson, debate will be limited to two pros and two cons per motion.
- d. Having given a pro or con to a motion, a member may not address the motion again until the Chairperson has solicited all other members to debate the motion.
- e. Questions pertinent to a motion, directed to the Chairperson, the member making the motion, or other person(s) present at the meeting, shall be limited to three in number before a vote is taken.
- f. After these conditions have been met, the Chairperson will ask the Secretary to restate the motion and ask for a vote by the voting members.

NOMINATION AND ELECTION OF HRSC OFFICERS AND REPRESENTATIVES, AND REGIONAL ENDORSEMENTS

(1) Nominations:

- a. Beginning in April nominations for HRSC officers, RD and RD-Alt., as needed, shall be solicited by the RCM's through their Areas.
- b. Beginning in October nominations for HRSC Convention Chairperson (per **14-month** guidelines) shall be solicited by the RCM's to be voted on at the following April meeting and immediate seating to take place.

- c. The qualifications for the various positions on the HRSC are contained in these guidelines. The Chairperson shall remind the RCM's of their responsibility to solicit nominations at the April meeting of the HRSC.
- d. Within sixty days, all nominations, including current Vice Chairperson, Vice Treasurer and RD-Alt. shall be reported to the HRSC Chairperson, in writing, with a statement of qualifications.
- e. The Chairperson shall notify the Secretary of the nominations for recording purposes.
- f. The Chairperson shall then notify all RCM's, through written communication, of the nominations, and provide a copy of their qualifications.
- g. The RCM's will then have approximately thirty days for review of the nominees with their respective Areas.

(2) Elections

- a. The final vote will be taken at the October HRSC meeting during old business.
- b. Chairperson will begin the voting process by asking the Secretary to announce the position and nominees for that position. Please remember voting is a confidential process.
- c. Any questions for the nominee will be addressed or reported on at this time.
- d. If there are any nominees present, they will be asked to leave the room so that he members may have an unencumbered forum in which to debate and vote.
- e. The Chairperson will ask if there are any questions or debate on the nominees. Having satisfied the debate and questions of the HRSC, the Chairperson will then ask for a vote by the RCMs. A majority vote is needed to elect a person to a position.
- f. For the service positions of RD, Chairperson, Treasurer and Webservant a two-thirds vote of confidence is required, when moving up from the alternate or vice position.
- g. If there is only one nominee for a position, then a two-thirds vote of approval is required for election.

h. Steps a., b., c., d, and e. of this section will be repeated for each position to be voted upon.

i. If there are no nominees for a position at this time:

1. After all other positions have been voted upon, the Chairperson will ask if there are any nominations.

2. For qualification purposes, a nominee's presence or letter of intent is still necessary.

3. The Chairperson will ask the RCM's to take the new nominations to their respective Areas for a confirmation vote within sixty days.

j. The newly elected officers will be notified by the out-going Secretary and will begin their term at the January meeting.

k. In the event that an office cannot be filled by the October election, the incumbent will be asked to remain in a temporary capacity until an election can be duly held.

l. The nomination and election process of an unfilled office after the October HRSC will be conducted in the same manner as (nominations a-d. and elections a-g. as stated above.

m. When a service position has been vacated by resignation or the incumbent has been removed by the HRSC, the officers may appoint a temporary officer or representative. This would be on a meeting-to-meeting basis until the position has been filled by a duly held election.

n. HRSC officers and representatives should not serve for more than two consecutive full terms per position. Time served on an interim basis would not count towards consecutive full terms.

o. An officer or representative elected after the October meeting who is eligible to attend at least three HRSC meetings by the following October meeting is considered to have served a full term.

p. An officer or representative elected who is eligible to attend two (2) or less HRSC meetings by the following October meeting is considered as having served on an interim basis.

(3) Regional Endorsements

a. Members seeking regional endorsement must submit their resume at the regional meeting for endorsement. The Areas and their Groups prior to the following regional meeting will review this request.

VOLUNTARY AND INVOLUNTARY RESIGNATION

1. Voluntary Resignation:
 - a. Given in writing to the HRSC in advance of the next HRSC meeting.
2. Involuntary Resignation:
 - a. Relapse during term of office, Mandatory Resignation.
 - b. Failure to perform duties and responsibilities.
 - c. Breaches of the 12 Traditions of NA, the Twelve Concepts of NA Service, malicious misuse of terms and conditions or unethical conduct, inconsistent with the role of a “trusted servant”.
 - d. Any HRSC officer or representative missing or not reporting during two (2) meetings per term.
3. Involuntary Resignation Procedures:
 - a. These items (2b, 2c, and 2d) represent prerequisites for removal of a trusted servant. It is not intended to mean that removal is necessary or required in each case they exist. They are intended to be a guide for group conscience when involuntary resignation proceedings are instigated or warranted.
 - b. To begin involuntary resignation proceedings, a motion stating intent with due cause should be sent to the HRSC Chairperson at least ten (10) days prior to the HRSC meeting.
 - c. The trusted servant named for removal will be informed by the HRSC Chairperson of the motion before that meeting, if possible.
 - d. The trusted servant, if he/she so chooses, is given time for rebuttal not lasting more than ten (10) minutes. This would be the time for HRSC members to ask questions of the trusted servant.
 - e. The trusted servant is then asked to leave the room so that the HRSC members may debate merits of the motion freely.
 - f. The Chairperson guides the debate, closes the debate and asks for a vote on the motion for involuntary resignation.
 - g. A closed ballot is taken. A two-thirds majority vote is needed to remove a trusted servant. The Secretary will announce if the necessary majority vote is met.

USE OF QUALIFICATIONS FOR HRSC OFFICERS AND REGIONAL DELEGATES

The qualifications suggested in Section 16 are intended as a guide for the RCMs in selecting trusted servants for the HRSC. Some individuals nominated will not fit all of the criteria set forth and it should not disqualify them from consideration. It should be stated however that these guidelines come from previous experience and should be weighed as such when considering a nominee for a particular office.

QUALIFICATIONS FOR HRSC OFFICERS

(1) Chairperson:

- a. Willingness and desire to serve.
- b. Four year commitment. Two years as Vice Chair, and if voted in, two years as Chair.
- c. Minimum five years clean time.
- d. Minimum of one year NA service.
- e. An understanding of the Twelve Traditions of NA, the Twelve Concepts of NA Service, and the Twelve Steps of NA through application.
- f. Time and resources to be an active participant.
- g. Willingness to resign all other elected positions at the Regional level of service, including RCM.

(2) Vice-Chairperson:

- a. Willingness and desire to serve.
- b. Four year commitment. Two years as Vice Chair, and if voted in, two years as Chair.
- c. Minimum five years clean time.
- d. Minimum of one year NA service.
- e. An understanding of the Twelve Traditions of NA, the Twelve Concepts of NA Service, and the Twelve Steps of NA through application.
- f. Time and resources to be an active participant.

g. Willingness to resign all other elected positions at the Regional level of service, including RCM.

(3) Treasurer:

a. Willingness and desire to serve.

b. Four year commitment. Two years as Vice Treasurer and if voted in two years as Treasurer.

c. Minimum five years clean time.

d. Minimum of one year NA service.

e. An understanding of the Twelve Traditions of NA, the Twelve Concepts of NA Service, and the Twelve Steps of NA through application.

f. Time and resources to be an active participant.

g. Willingness to resign all other elected positions at the Regional level of service, including RCM.

(4) Secretary:

a. Willingness and desire to serve.

b. Two year commitment.

d. Minimum five years clean time.

d. Minimum of one year NA service.

e. An understanding of the Twelve Traditions of NA, the Twelve Concepts of NA Service, and the Twelve Steps of NA through application.

f. Time and resources to be an active participant.

g. Willingness to resign all other elected positions at the Regional level of service, including RCM.

(5) Regional Delegate:

a. Willingness and desire to serve.

b. Four year commitment; two years as the RD Alternate and two years as the RD.

c. Suggested five years clean time.

d. Minimum three years NA service involvement.

- e. An understanding of the Twelve Traditions of NA, the Twelve Concepts of NA Service, and the Twelve Steps of NA through application.
- f. Time and resources to be an active participant.
- g. Willingness to resign all other elected positions at the Regional level of service, including RCM.

(6) Regional Delegate Alternate:

- a. Willingness and desire to serve.
- b. Four year commitment; two years as the RD Alternate and two years as the RD.
- c. Suggested five years clean time.
- d. Minimum two years NA service involvement.
- e. An understanding of the Twelve Traditions of NA, the Twelve Concepts of NA Service, and the Twelve Steps of NA through application.
- f. Time and resources to be an active participant.
- g. Willingness to resign all other elected positions at the Regional level of service, including RCM.

**QUALIFICATIONS FOR STANDING AND
AD HOC COMMITTEE REPRESENTATIVES**

(1) Ad Hoc – Standing Committee Representatives:

- a. Willingness and desire to serve.
- b. Commitment time will vary by project.
- c. Minimum three years clean time.
- d. Minimum one year NA service involvement.
- e. An understanding of the Twelve Traditions of NA, the Twelve Concepts of NA Service, and the Twelve Steps of NA through application.
- f. Previous experience with the purpose of the Ad Hoc Committee.
- g. Time and resources needed to be an active participant.

(2) Webservant:

- a. Willingness and desire to serve.

- b. Four year commitment. Two years as Webservant alternate and if voted in, two years as Webservant.
- c. Minimum four years clean time.
- d. Minimum one year NA service involvement.
- e. These trusted servants should have access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the Internet. The costs for these requirements are borne by the trusted servant.
- f. An understanding of the Twelve Traditions and Twelve Concepts are vitally important in this service position, as it involves communications and public relations with non-addicts as well as well as the still suffering addict.
- g. The Webservant is chosen by the HRSC by election according to the HRSC policies.
- h. Removal of this trusted servant from their position is covered by the HRSC policies.
- i. Willingness to resign all other elected positions at the Regional level of service.

(3) Webservant Alternate:

- a. Willingness and desire to serve
- b. Four year commitment. Two years as Webservant alternate and if voted in, two years as the Webservant.
- c. Minimum two years clean time.
- d. Minimum one year NA service involvement.
- e. These trusted servants should have access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the Internet. The costs for these requirements are borne by the trusted servant.
- f. An understanding of the Twelve Traditions and Twelve Concepts are vitally important in this service position, as it involves communications and public relations with non-addicts as well as well as the still suffering addict.
- g. The Webservant alternate is chosen by the HRSC by election according to the HRSC policies.

h. Removal of this trusted servant from their position is covered by the HRSC policies.

i. Willingness to resign all other elected positions at the Regional level of service.

DUTIES AND RESPONSIBILITIES OF HRSC OFFICERS, STANDING AND AD HOC COMMITTEE REPRESENTATIVES, AND RCM'S

(1) HRSC Chairperson:

a. Understands and upholds the HRSC guidelines and policy.

b. Serves as Chairperson of the Administrative Committee.

c. Arranges and executes the meeting agenda.

d. Assures meeting starts on time.

e. Conducts phone votes for required business when HRSC is not in session.

f. Conducts elections of new officers and committee representatives.

g. Orients newly elected officers and representatives to HRSC policy and guidelines.

h. Co-signer of HRSC checking account as the President.

i. Serves as President of Board of Directors on nonprofit corporate filings with the IRS and State of Hawaii.

j. May assist in auditing treasury books for previous year.

k. Helps to insure the incoming Chairperson is prepared for the position.

l. Attends all HRSC meetings.

m. Attends all agenda meetings.

n. Attends all BOD meetings.

o. May be the co-signer of HRSC convention account as director.

p. Proposes meeting rotation schedule for the following year (at the October meeting).

(2) HRSC Vice-Chairperson:

- a. Assumes duties of the Chairperson in their absence, removal or resignation.
- b. Serves as Vice Chairperson of Administrative Committee.
- c. Assists the Chairperson in carrying out their duties and assists all other administrative members as requested.
- d. Reviews submitted motions for clarity and orderliness before giving to the Chairperson.
- e. Co-signer of HRSC checking account as the Vice President.
- f. Serves as VP/Director of the Board of Directors on nonprofit corporate paper filings with the IRS and State of Hawaii.
- g. Attends all HRSC meetings.
- h. Attends all agenda meetings.
- i. Attends all BOD meetings.
- j. Serves as co-signer of HRSC convention account as director.

(3) Treasurer:

- a. Maintains accurate account of the HRSC checking account including all income sources and detailed expenditures. A one-write system will be used as the official check register system.
- b. Submits a written report of all fiscal activity between HRSC meetings.
- c. Disperses funds requested by the HRSC officers, standing and Ad Hoc Committee representatives and others, as required by HRSC motions and guidelines.
- d. Will write checks directly to vendors whenever possible. If unable to write the check to a vendor, the person the check has been written to must submit a receipt for the purchase within 30 days.
- e. Responsible for submitting quarterly contributions to NA World Services (NAWS). This contribution shall be 15% of all revenues received by HRSC before expenses to NAWS and 15% to Asia Pacific Forum. This is contingent upon the prudent reserve being met.
- f. Co-signer of HRSC checking account as treasurer.
- g. Initiates or maintains, records, files and reports on all required documents to sustain the corporation of: The Regional Service Office of

Hawaii and the associated account Hawaii Regional Convention of NA (HRCNA) with the required use of a CPA-approved accounting application (such as QuickBooks or other professionally accepted and detailed accounting application program) in order to properly achieve good and accurate record keeping. These include but are not limited to:

1. Yearly nonprofit corporate filing.
2. 990 IRS income tax returns.
3. Checking account signature cards.
4. Insurance policy.

h. Will bring all previous quarters' receipts, check book, check register, and necessary books to the administrative meeting for a quarterly visual audit.

i. As the outgoing treasurer, will write a report of the previous year's treasury to include: (1) expenditures against budget, (2) incoming donation tracking and (3) outgoing donations tracking.

j. As the incoming Treasurer, will audit previous year of treasury activity.

k. As the outgoing Treasurer, will prepare a budget for the next year to be presented at the October meeting.

l. Will serve as Treasurer/Director of the BOD on non-profit corporate filings with State of Hawaii and will be responsible for filing the semi-annual General Excise Tax with the State.

m. Will serve as co-signer of the HRCNA account as director.

n. Will be responsible for depositing of funds generated from any & all APF donation drawings into the Bank of Hawaii APF Trust Fund account.

o. Will provide the annual QuickBooks (or other professionally accepted) - generated files to our CPA of record for the purpose of filing the annual IRS 990 forms.

(4) HRSC Secretary:

a. Records and maintains HRSC meeting minutes.

b. Serves as Secretary of the Administrative Committee.

c. Responsible for maintaining current files of HRSC meeting minutes and other documents.

- d. Responsible for HRSC correspondence and phone vote records.
- e. Responsible for securing and distributing mail from HRSC post office box and may designate an HRSC member to fulfill this duty.
- f. Will maintain and update a copy of the “HRSC Policy and Guidelines” which is to be considered as the “official” copy. Addenda to this policy guide will be sent with the meeting minutes as needed.
- g. Will edit the HRSC policy guide annually after the October meeting to reflect revisions made during the previous year.
- h. Co-signer of HRSC checking account as the Secretary.
- i. Serves as Secretary/Director of Board of Directors on nonprofit corporate filings with the State of Hawaii.
- j. May assist in auditing treasury books for the previous year.
- k. Helps to assure the incoming Secretary is prepared adequately for the position.
- l. Attends all HRSC meetings.
- m. Attends all agenda meetings.
- n. Attends all BOD meetings.
- o. Ensures that all HRSC correspondence is properly dated.
- p. Compiles and distributes task list for next quarter.
- q. HRSC meeting minutes will be sent out to committee members by secretary within ten days and approved by email or phone within thirty days of the HRSC meeting. (The HRSC decided to not post meeting minutes to the na-hawaii.org website because of concerns for anonymity.)
- r. May serve as co-signer on Hawaii Regional Convention checking account.

(5) Regional Delegate

- a. Acts as liaison between the Areas and the World Service Conference (WSC) and the World Service Office (WSO).
- b. Attends the World Service Conference and other World Service Conference meetings as directed.
- c. Gives written reports to the HRSC on events at the World Service level of service on a regular basis.

- d. Writes a biannual report of HRSC activities for the World Service Conference.
- e. Conducts workshops for the World Service Conference Agenda Report (CAR) as necessary.
- f. Is a member of the Administrative Committee.
- g. Is the representative for the Policy Committee.
- h. Chairs the HRSC meeting in the absence of the Chairperson and Vice Chairperson.
- i. Keeps accurate records for inclusion into archives at end of term.
- j. Helps to assure the RD Alternate is adequately prepared for assuming the position of RD.
- k. Attends all HRSC meetings.
- l. Responsible for maintaining archive files of HRSC meeting minutes and other documents.
- m. Attends all agenda meetings.
- n. Assumes duties of APF delegate.
- o. As the Regional APF representative, will carry the group conscience of the Hawaii Region to the Asia Pacific Forum meeting that is held during the WSC.
- p. Will keep the fellowship of Hawaii current on the progress and growth of the APF through the RCM's, gatherings, workshops, and conventions as needed.
- q. Will maintain a current "outreach" list of NA members within the APF geographical division, and will encourage NA members within Hawaii to share their experience, strength and hope with the members of these newly emerging NA communities.
- r. Co-ordinate pen-pal support, sharing recovery with addicts in the Asia-Pacific area via letter, phone and emails.
- s. Maintains contact with and solicits stories for the APF Newsletter Chairperson, copies and distributes the APF newsletter to the Hawaii fellowship upon receipt.
- t. Attends the APF full committee meeting of the APF scheduled in the off year of the WSC.

u. Serves as a Director on the Board of Directors of the nonprofit corporation for The Regional Service Office of Hawaii.

(6) Regional Delegate Alternate

- a. Assumes the duties of the RD in their absence, removal or resignation.
- b. Coordinates and is the reporting point for the Ad Hoc Committees of the HRSC.
- c. Will be the point of contact for the Areas of the HRSC for the regional sponsored Learning Days and special projects as directed by the HRSC.
- d. Orientates incoming RCM's on current Regional direction, projects and philosophy.
- e. Assists the RD in carrying out their duties.
- f. Is a member of the Administrative Committee.
- g. Updates WSO on current HRSC Committee Structure and updates WSO database with group registrations as applicable.
- h. Helps to assure the incoming RD Alternate is adequately prepared for the position.
- i. Attends all HRSC meetings.
- j. Attends all agenda meetings.
- k. Serves as a Director on the Board of Directors of the nonprofit corporation for The Regional Service Office of Hawaii.

(7) Standing and Ad Hoc Committee Representatives:

- a. Through a committee structure, will initiate, fulfill, record and report upon the particular direction or project that was determined by the HRSC.
- b. Submit a written report of committee activity, finances, and any other pertinent information to the HRSC either in person or through the RD-A as is deemed appropriate by the HRSC.
- c. Gives an accurate accounting of all monies spent by their committee.
- d. Establish links of communication with the corresponding World Service Conference Committee or Asian Pacific Forum representatives to fulfill the committee's purpose.
- e. Establish links of communication with the appropriate Area subcommittee.

- f. Assist in conducting Regional workshops as necessary.
- g. Helps to assure the incoming committee representative is adequately prepared for the position if applicable.

(8) Regional Committee Member: The following are SUGGESTIONS for the RCM's in participating at the HRSC:

- a. Support one HRSC committee by voluntary participation.
- b. Support HRSC workshops and other activities by voluntary participation.
- c. Understands HRSC procedures and policy.
- d. Provide copies of their reports to the other RCM's and the HRSC Secretary to help facilitate better communication among the Areas.
- e. Helps to assure the incoming RCM is adequately prepared for assuming the position.
- f. Coordinates with the HRSC Chairperson as to the date, time and facility of the HRSC meeting(s) in his/her respective Area.
- g. Help to coordinate lodging and transportation for those fellow HRSC members who need it, when the meeting is in their particular Area.

COMMITTEES

Because the HRSC is responsible for providing service on a regular basis to a large geographical area and that the HRSC meets only four times a year, a system of Standing and Ad Hoc Committees are formed to assume responsibility for fulfilling our primary purpose in specific ways.

The initiation and finalization of committee projects occurs at the HRSC voting body, and each committee is responsible to the HRSC.

Each HRSC committee representative should establish lines of communication with the appropriate World Service Conference Committee, Asian Pacific Forum Representative, and/or the Area Service Committee Chairperson within the Region (as is applicable and practical).

A committee may perform fundraising activities for funding of its specific activities. However, once funds have been returned to the HRSC treasury, the committee may not designate to the HRSC where those funds will be spent.

(1) Standing Committees:

a. The Administrative Committee: Acts to serve the needs of the HRSC in conducting business between meetings, arranging meeting places, arranging agenda, correspondence, and other related activities.

(1) The HRSC Chairperson will lead this committee and will be responsible for setting the time and place of this committee meetings.

(2) Members of this committee are the HRSC Chairperson and Vice Chair/Treasurer, Secretary, RD and RD Alternate.

(3) The Administrative Committee will normally meet the day prior to the regular HRSC meeting.

b. The Board of Directors: Deals with those matters involving the corporation: The Regional Service Office of Hawaii. The Board is structured in this manner:

<u>Regional Position</u>	<u>Corporate Position</u>
Chairperson	President
Vice Chairperson	Vice President
Treasurer	Treasurer/Director
Secretary	Secretary/Director
Regional Delegate	Director
Regional Delegate Alternate	Director

(1) The committee representative will be the RD and they will submit a written report of activity and needs at the HRSC meeting as applicable.

(2) The committee's main interests at this time are:

(a) State of Hawaii nonprofit corporate filing.

(b) Yearly IRS 990 tax return.

(c) Semi-annual General Excise Tax filings.

(d) Checking account signature cards.

(e) Insurance policy.

(f) Conduct a quarterly audit of the Regional treasury.

c. The Policy Committee: Deals with those items of business, which affect the HRSC policy and guidelines. The general policies of Narcotics Anonymous are expressly stated in the Twelve Traditions of N.A. and the Twelve Concepts for N.A. Service; this committee is concerned with the application of these principles within the HRSC. The committee

makes recommendations on questions of policy at the request of the Area Service Committees, the HRSC Committees or the HRSC members.

(1) The committee representative will be the RD, and they will submit a written report of all committee activity and needs at the HRSC meeting if applicable.

(2) All HRSC members are considered members of this committee.

(3) Only RCM's will vote on policy matters.

d. The Convention Committee: Plans and coordinates an annual event known as the "Hawaii Regional Convention". Its goal is to bring our membership together in a celebration of recovery. The committee members are bound by a separate set of guidelines known as the "Guidelines and Policy for the Hawaii Regional Convention".

(1) The committee's reporting and information point will be the RD-Alt.

(2) The committee representative will need to be verified by the HRSC.

(3) The committee will submit a written report of all committee activity and needs at the HRSC meeting if applicable

e. Ad Hoc Committees: An Ad Hoc Committee may be formed by the HRSC for reasons it sees fit to further carry out N.A.'s primary purpose. At the inception of the committee, the HRSC shall determine a length of time in which the Ad Hoc Committee shall remain active (i.e., for one year or until a specific project is completed). At the end of that period, the status of the Ad Hoc Committee will be reviewed and an extension of time granted or the Ad Hoc Committee terminated.

(1) In most cases the representative for these committees shall be the RD-Alt. The RD-A will then utilize the human resources within the region to accomplish the task at hand.

(2) In the cases where the Ad Hoc is to have a representative other than the RD-A, the HRSC will decide if that representative will attend the HRSC meeting or report and coordinate through the RD-A.

(3) The committee representative will submit a written report of all committee goals, activity, progress and needs at the regular HRSC meeting.

(4) The committee must submit requests for funding to finance its activities through the regular HRSC channels.

(2) The basic services that most Areas request from its Region and a short definition are listed below:

a. Hospitals and Institutions (H&I): Acts as a resource to Areas, groups and individual members in their efforts to carry the message of recovery into institutions such as prisons, hospitals, detoxification centers, and recovery houses.

b. Public Relations (PR): Acts as a resource for Area public information committees in accomplishing their tasks by using different medias to inform the public about Narcotics Anonymous. Maintaining the spirit of the 10th and 11th Traditions of Narcotics Anonymous is highly essential.

SPECIAL SESSIONS OF THE HRSC

To hold a special session of the HRSC, a request is submitted to the HRSC Chairperson. Due cause shall be determined by the HRSC Chairperson, and, if necessary, a voice vote by telephone is taken. Unanimous approval of all HRSC Areas is required to hold a special session. The Chairperson will select a reasonable and prudent location, date and time for the special session.

RESOLUTIONS OF POLICY

This section has been provided for documenting all passed motions that affect policy. Any changes made by the HRSC during the course of its business, either additions to or deletions from current policy shall be listed in this section. Any changes will be referred to as "Addendum" (Addendum A, Addendum B, etc.). These addenda shall be dated according to the HRSC meeting in which the motions pass.

The HRSC Secretary will maintain and update a copy of the HRSC policy guide, which is to be considered as the "official copy". Addenda to this policy guide will be sent with the meeting minutes as needed.

The outgoing HRSC Secretary will also edit the HRSC policy guide annually in October to reflect the revisions made during the past year.

TRAVEL POLICY

We should always exercise prudence in spending HRSC funds by obtaining the cheapest rates possible. For air travel, we should take advantage of low fares for early ticket purchases. The same holds true for lodging and other miscellaneous expenses, we should always look for ways to conserve NA funds. If HRSC trusted servants make special travel arrangements - (*first class* airfare, *car rental, etc.*), special accommodations - (*a private room*), or extra services - (*room service, dry cleaning etc.*), the additional cost must be

paid by that person. Sometimes-interested members, family or friends travel or stay with the authorized traveler to service meetings or events. If these individuals travel or stay with the authorized traveler, they must pay their own way.

(1) Travel within the Region:

- a) The following individuals are allowed airfare to and from the HRSC meeting, Chairperson, Vice-chairperson, Treasurer, Secretary, RD, RD Alternate, and any subcommittee chairs that do not report through the RD alternate,
- b) The Regional Convention Chairperson will appear in person to give the final report, answer any questions and to be involved with any decisions that affect unfinished business the convention may have.
- c) The HRSC may authorize travel for an Ad-Hoc Chairperson or other experienced member to attend the HRSC meeting on an as needed basis. We should try to adhere to the Regional guidelines and report through the RD Alternate in these matters.
- d) If any HRSC member requires and requests it, a \$25.00 per meeting allotment will be given to them. The purpose of this allotment will be to help with the cost of food during the meeting days. This money is to be used for actual expenses and receipts and unused funds should be returned to the treasurer within two weeks.

(2) Travel outside the Region: All HRSC or other HRSC funded individuals who travel outside of the region will submit an actual expense form and receipts for all aspects of the funded travel. This report will be turned in on the enclosed form at the next HRSC following their return.

(3) Air Transportation:

- a) All travel will be ticketed in economy class.
- b) Try to make reservations far enough in advance to obtain an economical ticket.
- c) Frequent flyer miles accrued will be the property of the member.

(4) Ground Transportation:

- a) Rental cars are not authorized at this time. Members will utilize the most economical form of transportation from the airport to their lodging accommodations and for required travel within the meeting venue (Shuttle bus, taxi, local NA member). \$1.00 per service is authorized for valet service at the airport and hotel.

(5) Hotel Accommodations:

- a) Members will stay at the event hotel in the case of World Service travel.

- b) For travel to events other than those set up by World Services, the member should check with a local member to obtain an economical, clean, **save safe** and convenient accommodation.
- c) Reimbursement for lodging will be for a double occupancy.

(6) Personal Expenses:

- a) \$50 per day is allowed for meals, snacks, soda, coffee, tips etc.
- b) Copying, faxing, phone calls and office supplies that are necessary to the NA service at hand are authorized expenses.
- c) On extended trips the traveler will be reimbursed for reasonable costs associated with laundry service while on the trip. This does include hotel laundry if a local laundry service is not available or if time does not permit the washing of one's own laundry.

Addendum to Section 22, Travel Policy, May 2017:

The HRSC has decided to add an addendum to this section so that we can begin to document the practice of using a "Travel Coordinator" for the purchase of air travel tickets for HRSC authorized travel. This is an interim policy addition and the HRSC will refine and modify in the HRSC Policy and Guidelines to reflect actual practices that we believe are responsible to the use of Fellowship funds.

- a) The "Travel Coordinator" will purchase air travel tickets for the HRSC members and authorized travellers.
- b) The "Travel Coordinator" will notify and communicate with authorized travellers before their travel dates so as to purchase the best prices possible. The time frame for communications and purchases should be for interisland travel thirty days; US mainland travel is 60 days and 120 days for international travel.
- c) Once a year the "Travel Coordinator" will use the accrued mileage awards in the Hawaiian Airlines Corporate account for ticketing authorized travelers if possible.
- d) The role of "Travel Coordinator" is a responsibility of the HRSC Treasurer first, the HRSC Chairperson second, and the HRSC Vice-Chairperson third. The trusted servant deemed best to accomplish the responsibility is first decided by the Admin Committee with the HRSC concurrence.

ASIA PACIFIC FORUM CONTRIBUTION DRAWINGS

To ensure accountability of all monies involved in holding an APF donation drawing, the following procedures will be followed.

(1) The HRSC Treasurer and RD or RD-A will be the responsible party and will ensure compliance to this policy.

(2) Permission from the responsible hosting committee or service body will be secured prior to planning a contribution drawing at their event. The request and a response will be in writing. The funds will be used for APF purposes only.

(3) The RD or RD-A will be responsible to appoint two (2) members to direct the contribution drawing at the event. These two people will organize the contribution drawing, carry out the contribution drawing and ensure that collected funds are turned over the HRSC Treasurer in timely manner. The turn over of funds will be within three working days or fourteen days from outer island. The RD or RD-A will submit a final report to the HRSC and event hosting committee or service body within 14 days of the event.

(4) Accountability of funds:

a. A journal will be kept of all income and expenses. All entries will be initialed by the two (2) appointed responsible individuals.

b. Personal accounts, such as checking and savings accounts, will not be used to hold any of the collected funds. There will be no exception to this policy. If monies are to be mailed to another island or the responsible persons feel it is safer, money orders or the equivalent will be used. Any fees involved in making a money order or equivalent will be reimbursed from contribution drawing funds.

c. Personal checks may be written to HRSC with APF donation drawing in memo line.

(5) Any changes or deviation from this policy can only be made with the approval of the HRSC.

HAWAII REGIONAL SERVICE COMMITTEE

MOTION FORM

DATE: _____ **Motion #** _____ **Passed** _____ **Failed** _____ **Tabled** _____

MOTION: _____

INTENT: _____

HISTORY: _____

FINANCIAL IMPACT: _____

MADE BY: _____

SECONDED BY: _____

VOTE: YEA _____ NAY _____ ABSTAINED _____