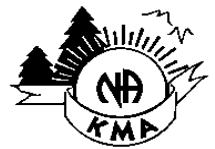




KETTLE MORAINE AREA SERVICE COMMITTEE BYLAWS



KM BL 08-12-2012

As these by-laws may be modified occasionally, members are requested to individually keep them up to date. As new copies are furnished, it is recommended that the old copy be discarded to avoid confusion. Should any questions arise, please contact a current officer of the Kettle Moraine Area Service Committee (KMASC).

Explanations of NA Acronyms:

- ASCArea Service Committee**
- CARConference Agenda Report**
- GSR...Group Service Representative**
- GSRAGroup Service Representative Alternate**
- H&I...Hospitals and Institutions**
- KMAKettle Moraine Area**
- KMASCKettle Moraine Area Service Committee**
- MZFMidwest Zonal Forum**
- NANarcotics Anonymous**
- NAWSNarcotics Anonymous World Service**
- PR.....Public Relations**
- RCM..Regional Committee Member**
- RCMA.....Regional Committee Member Alternate**
- RDRegional Delegate**
- RDARegional Delegate Alternate**
- WSNACWisconsin State Narcotics Anonymous Convention**
- WRSCWisconsin Regional Service Conference**
- WSC..World Service Conference**

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Article One: Name and Boundaries

- 1.01 This body shall be known as the Kettle Moraine Area Service Committee (KMASC).
- 1.02 The KMASC shall be supportive of and serve the needs of Narcotics Anonymous (NA) groups within the Kettle Moraine Area (KMA), which is inclusive of, but not limited to, Sheboygan and Manitowoc Counties.
- 1.03 This committee is a member of the Wisconsin Regional Service Committee (WRSC).
- 1.04 This body is a service Committee of NA, which adheres to the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

Article Two: Operation

- 2.01 Documents for use by KMASC members may be created by anyone:
 - 1) Documents intended for repeated use by KMASC groups/subcommittees shall be known as “Internal Documents”, and shall not require KMASC approval before being used.
 - 2) Documents intended for repeated use by the KMASC as a whole shall be known as “KMASC-Approved Documents” and shall first be approved by the KMASC after being created or revised, before KMASC members use them.
 - 3) When being created, Internal Documents and KMASC-Approved Documents shall be numbered in accordance with Bylaw 2.02.
 - 4) Documents intended for one-time use shall not require numbering.
 - 5) NA members and/or groups who create documents to be used by them are encouraged to provide a copy to the KMASC. These documents may be useful to other members/groups, and if so, should be considered to become Internal or KMASC-Approved Documents.
- 2.02 All internal Documents and KMASC-Approved Documents shall be numbered, adhering to the lettering/numbering system indicated on KMASC Document Record Form, #KM DR:
 - 1) The document number shall be visible on all said documents.
 - 2) Document numbers shall be assigned by:
 - The person/subcommittee creating the document; or
 - The P&A Subcommittee if requested.
 - 3) A digital document master shall be provided to the P&A Subcommittee no later than the next KMASC meeting.
 - 4) Before document numbers are assigned, Document Record Form #KM DR [version number/date] shall first be checked to ensure that an existing document number will not be duplicated.
 - 5) The P&A Subcommittee shall be the holder of all document masters and shall maintain the KMASC Document Record.

2.03 KMASC-Approved Documents are:

Budget Forms (2)	Motion Forms (2)
Consensus Exists . . .	Participants Action Options
KMASC Document Record	Reimbursement/Advance Form
Group Report Form	Service Resume
GSR Packet List	Treasurer’s Report
Literature Order Form	Welcome To KMASC

Article Three: Meetings

- 3.01 Regular KMASC business meetings shall be held on the second Sunday of every month, with meetings starting at 12:00 PM.
- 1) Meetings may be rescheduled when in conflict with a national holiday (i.e. Mother’s Day) or convention within the Wisconsin Region.
 - 2) Any rescheduled meetings shall occur on the first Sunday of the month.
 - 3) The July KMASC meeting shall be held at the Sinawa campout.
- 3.02 All KMASC meetings shall be open to any NA members as nonparticipating observers, and shall be closed to the general public unless specifically approved by the chair. Participating members at the KMASC meeting shall be only those listed in Article Four.
- 3.03 WSC Rules of Order shall be used as procedure in all KMASC business meetings.
- 3.04 The KMASC meeting shall rotate to a fixed location in each of the counties in the KMA every three months according to the rotation calendar. The Secretary shall present the rotation calendar for the following year at the November KMASC meeting.
- 3.05 During the KMASC meetings, all business shall be suspended hourly for a ten-minute break, provided there are no objections from the KMASC participants.
- 3.06 KMASC meetings shall be non-smoking.

Article Four: Participants

- 4.01 Participating members of the KMASC include group representatives, officers, and subcommittee chairpersons:

Participant	Description
Group Representative (GSR)	1) <u>GSR</u> – an NA member voted into the GSR position by the group. A GSR is given the group’s conscience to represent and vote on the group’s behalf until his/her term expires.
	2) <u>Voting Representative</u> – an NA member who has, by his/her group’s conscience, been given all the responsibilities of a GSR, but for only one KMASC meeting.
	3) <u>Non-Voting Representative</u> – an NA member who has, by his/her group’s conscience, been given all the responsibilities given to a GSR except voting, and for only one KMASC meeting.

Officers	See Article Six
Subcommittee Chairs	See Article Seven

- 4.02 Non-participants of the KMASC may attend KMASC meetings as observers, using their group’s representative as a channel through which to communicate. Any member of NA may speak if granted the floor by the Chair; however, priority shall be given to group representatives.
- 4.03 Members must be clean to participate in the KMASC.
- 4.04 A new group must be represented by a GSR at three (3) consecutive KMASC meetings to be recognized as member group of the KMASC. Once recognized, the group shall be put on the KMA meeting list.
- 4.05 If a group is not represented by a voting member at two (2) consecutive KMASC meetings, it shall be immediately be given “inactive” status for the sake of quorum computation. Active status shall be returned upon said groups voting representation at the KMASC.
- 4.06 If a member group is not represented at two (2) consecutive meetings of the KMASC, the KMASC shall discuss sending two representatives to attend that meeting, and extend an offer of support.
- 4.07 GSRs attending their first KMASC meeting shall be presented with a GSR Packet that consists of the following (quantities shown in parenthesis):
- 1) A current copy of the KMASC Bylaws;
 - 2) A Current copy of the KMASC Contact List;
 - 3) Group Report forms (12);
 - 4) Literature Order forms (12);
 - 5) Envelopes for literature purchases and donations to the KMASC (24);
 - 6) “Welcome to the KMASC” document explaining items 1 – 5 and how they are used;
 - 8) Twelve Concepts booklet;
 - 9) IP #2; The Group;
 - 10) The Group booklet;
 - 11) The Making Motions handout;
 - 12) Main Motion forms (2);
 - 13) Current KMA meeting lists (10);
 - 14) Consensus based voting information, including Participant’s Action Options; and
 - 15) A current copy of the KMASC meeting rotation (locations, directions, maps).

Article Five: [RESERVED FOR FUTURE USE]

Article Six: Officers

6.01 The Officers of the KMASC shall be:

1. Chair	5. Secretary
2. Vice-Chair	6. Treasurer
3. RCM	7. Vice-Treasurer
4. RCMA	

6.02 The duties of the KMASC officers shall be as described in the NA Guide to Local Service.

6.03 KMASC officers must reside within the boundaries of the KMA as set by WRSO and/or attend NA meetings within the KMA boundaries.

6.04 No Officer of the KMASC may also be a subcommittee chair or GSR during the same term.

6.05 All officers shall submit an annual budget to the KMASC at its December meeting. Budgets shall be published in the minutes for review and shall be approved/disapproved at the January meeting by GSRs.

- 1) Any late budgets shall be submitted in the same manner.
- 2) Any budget changes arising during the following year shall be approved by the KMASC.

Article Seven: Subcommittees

7.01 Subcommittees of the KMASC are:

a) Activities	f) Public Relations (PR)
b) Campouts	g) Website
c) Merchandise	h) Literature
d) Hospitals & Institutions (H&I)	i) Policy & Administration (P&A)
e) Project Hope (PH)	

7.02 Subcommittees are directly responsible to the KMASC.

7.03 All subcommittees except Literature shall hold one meeting every month. The time, date, and place shall be announced at the KMASC meeting. The Literature Subcommittee shall meet quarterly.

7.04 Participation in all subcommittee activities shall be open to all members of NA.

7.05 All subcommittee recommendations shall be submitted to, and approved by, the KMASC before being put into effect.

7.06 Subcommittee financial reserves shall be as shown in Article 13.05, #12, letters a-n.

- 7.07 The Literature subcommittee shall function according to the following guidelines:
- 1) Literature shall be sold at wholesale price (excluding starter kits).
 - 2) Each new group shall be supplied, at the expense of the KMASC General Fund, a starter kit consisting of the following:

3 of each IP	1 Group Booklet
5 White Books	5 Welcome Key Tags
1 Twelve Concepts	1 Basic Text

- 3) The Literature Subcommittee shall submit quarterly inventories for publication in the minutes.
 - 4) The Literature Subcommittee shall maintain a stockpile not to exceed \$1500.00. This includes cash on hand and literature stock at wholesale price.
- 7.08 All subcommittees shall submit an annual budget to the KMASC at its December meeting. Budgets shall be published in the minutes for review and shall be approved/disapproved at the January meeting.
- 1) Any late budgets shall be submitted in the same manner
 - 2) Any budget changes arising during the following year shall be approved by the KMASC.

7.09 The Public Relations subcommittee shall be responsible for maintaining an inventory of KMASC letterhead.

Article Eight: KMASC Trusted Servant Guidelines

- 8.01 In order to be a trusted servant of the KMASC, an individual must:
- 1) Be a NA member;
 - 2) Meet continuous clean time requirements;

Trusted Servant Clean Time Requirements			
2 Years:		1 Year:	
Officers	Subcommittee Chairs	Officers	Subcommittee Chairs
Chairperson	Activities	RCM	Policy & Administration
Treasurer	Camp-Outs	RCMA	Websites
	Hospitals & Institutions	Secretary	
	Project Hope	Vice-Chair	
	Literature	Vice-Treasurer	
	Public Relations		

- 3) Answer questions on the Service Resume prior to being elected;
- 4) Possess an understanding, and working knowledge of, the Twelve Steps, Twelve Traditions, and Twelve Concepts, of NA, with a willingness for, and commitment to, continuous improvement; and
- 5) Attend, and read/submit a written report at each KMASC meeting.

- 8.02 Officers and subcommittee chairpersons shall be elected by a simple majority to serve for a period of one year. Their term of office shall begin at the close of the KMASC meeting during which they were elected.
- 8.03 No officer or subcommittee chairperson shall be eligible to serve for more than two consecutive terms unless there is no one willing and/or qualified to serve in the position. For the duration of service beyond a second term, the position shall remain open for election. Upon election of a new trusted servant in the position, the officer/subcommittee chairperson currently serving beyond two terms shall cease to serve in that capacity.
- 8.04 Any NA member who meets the requirements for an office may be elected to that office.
- 8.05 The duties of the KMASC trusted servants by position are:
- 1) **Chairperson**
 - a) Prepares an agenda for, and presides over, KMASC meetings;
 - b) Reports any activities not reported by another KMASC Trusted Servant;
 - c) Is responsible for the KMASC archives;
 - d) Initiates all necessary correspondence;
 - e) Ensures that the policies and the procedures of the KMASC are adhered to in all matters;
 - f) Ensures that the Twelve Traditions of NA are upheld in all endeavors;
 - g) Conducts the KMASC meeting with a firm yet understanding hand;
 - h) Possesses a general knowledge of the WSC Rules of Order.
 - 2) **Vice-Chairperson**
 - a) Coordinates KMASC subcommittee functions;
 - b) In the absence of the Chairperson, performs the duties of the Chairperson;
 - c) In the absence of a subcommittee chairperson, presides over that Subcommittee;
 - d) Serves as a cosigner of the KMASC checking account.
 - 3) **Treasurer**
 - a) Maintains accurate records of all KMASC financial transactions;
 - b) Distributes financial reports at the KMASC meeting;
 - c) Balances the KMASC checkbook;
 - d) Ensures that all deposits are made in accordance with the Treasury Guidelines;
 - e) Serves as Chairperson for the annual audit;
 - f) Follows set procedures in recording KMASC transactions.
 - 4) **Vice-Treasurer**
 - a) Assists and learns all Treasurers duties;
 - b) Serves as Co-chairperson for the annual audit;
 - c) Conducts the Treasurer's duties when necessary.
 - 5) **Secretary**
 - a) Keeps accurate minutes of each KMASC meetings, including all

reports and current Contact lists. The contact lists shall be:

- One with first name and only last initial, phone numbers and email addresses to be included in the minutes; and
 - One with all information needed by the secretary to be available only to officers and subcommittee chairs.
- b) Distributes minutes to all KMASC Trusted Servants, the RD, RDA, and any individual who requests them.
 - c) Prepares and keeps on hand, GSR packets.
 - d) Registers new groups, updates current groups, and closes any groups through correspondence with World Services.
 - e) Sends minutes and flyers to the WRSO.
- 6) **Regional Committee Member (RCM)**
- a) Carries the conscience between the KMASC and the WRSC;
 - b) Attends and submits a written report to the WRSC;
 - c) Coordinates the annual CAR review, and conscience collection;
 - d) Provides WSC Conference Agenda Report (CAR) to anyone requesting a copy.
- 7) **Regional Committee Member Alternate (RCMA)**
- a) Assists and learns all RCM activities;
 - b) Attends WRSC meetings;
 - c) Conducts the RCM's duties when necessary.
- 8) **Literature Chairperson**
- a) Orders literature and distributes it at each KMASC meeting;
 - b) Submits a monthly written report, which shall include all financial transactions for that month.
- 9) **Subcommittee Chairperson**
- a) Prepares an agenda for, and presides over, subcommittee meetings;
 - b) Is responsible for subcommittee archives;
 - c) Submits a monthly written report, which shall include all financial transactions for that month;
 - d) Attends as many learning days and workshops as possible;
 - e) Ensures that the Twelve Traditions of NA are upheld in all endeavors;
 - f) Organizes and gives the subcommittee direction and motivation.

Article Nine: Motions and Voting Procedures

9.01 Any KMASC participant may make or second main motions, provided they are submitted to the Chairperson on a motion form. The motion shall first be presented to

the P&A Chair (or Secretary if no P&A chair is present) for numbering and review, after which the P&A Chair submits it to the Chairperson along with any needed explanation.

- 9.02 No member may speak on a motion more than once unless granted the floor by the Chairperson.
- 9.03 All Financial Policy motions shall be taken back to NA groups within the area for a vote.
- 9.04 Any Financial Policy motion created by a subcommittee must be seconded on the floor of Area before going to the groups for approval.
- 9.05 Voting members of the KMASC are GSRs and voting representatives of groups.
- 9.06 Quorum for KMASC for voting purposes shall be 51% of total active groups.
- 9.07 Each GSR/voting representative shall be entitled to only one vote.
- 9.08 Votes on motions shall be by consensus, unless:

Voting Options	Resulting Action
1) A participant calls for a vote.	Votes shall be executed by a show of hands, unless a voting member calls for a secret ballot.
2) A participant calls for the motion to go back to the groups for a vote.	Votes shall be presented at the next KMASC meeting, but only by GSRs or voting representatives.
3) A participant calls for a roll-call vote.	Groups in attendance are called from the current minutes' meeting list, and responses are recorded in the next month's minutes.

- 9.09 A majority vote shall be counted as a simple majority of voting members present. Any abstention(s) shall not affect the outcome of the vote.
- 9.10 The chairperson may have one vote, but only in the event of a tie.
- 9.11 All motions that will result in change, addition, and/or deletion to/of the Bylaws, shall be reviewed by the Policy & Administration subcommittee for redundancy, clarity, and placement within the guidelines, before a vote is taken by the KMASC.
- 9.12 A motion changing or waiving any Bylaw may be passed by consensus. If another voting method is requested, the motions shall pass only with a 2/3-majority vote.
- 9.13 A 2/3-majority vote shall be defined as 2/3 of voting group representatives present.
- 9.14 GSRs who are subcommittee chairs may not vote on policy changes as both a subcommittee chair and a GSR.
- 9.15 All issues not covered herein shall be addressed in the WSC Rules of Order.

Article Ten: Elections

- 10.01 All nominees must be present at the time of their nomination to be elected for a position. Any nominee may be elected without being present.
- 10.02 In the event of a vacated office, positions may be temporarily filled by elections until the next regularly scheduled election.
- 10.03 Vice-chairs do not automatically assume the position for which they are an alternate; other nominees must be given an opportunity.
- 10.04 Nominations and elections for positions shall be conducted as follows:

Chairperson	October	Treasurer	January
Vice-Chair	October	Vice-Treasurer	January
Secretary	October	RCM	July
Subcommittee Chairs	October	RCMA	July

- 10.05 The KMASC shall incorporate the WRSC questionnaire form for KMASC positions. Nominees shall read and answer the questionnaire in front of the KMASC.
- 10.06 The KMASC shall have no votes by acclamation (voice vote) during elections and shall be held by ballot.
- 10.07 All candidates for the positions shall be given the option to leave the room during discussion regarding their nomination.

Article Eleven: Removal of Trusted Servants

- 11.01 The KMASC may declare vacant the office of any elected officer or subcommittee chair that has:
 - 1) Not been present for two consecutive KMASC meetings;
 - 2) Not represented the KMASC for two consecutive WRSC meetings (RCM and RCMA only);
 - 3) Been found unfit as determined by the committee as a whole.
- 11.02 No officer or subcommittee chair may be removed from office without just cause.
- 11.03 A 2/3-majority vote shall be required for the removal of any officer or subcommittee chair.
- 11.04 The use of drugs while serving as an officer or subcommittee chair constitutes an automatic resignation from that position. Any use in question shall be discussed on an individual basis.

Article Twelve: Meeting Format

12.01 The KMASC shall follow the following format:

Prior to opening the meeting:

“As a Courtesy to the meeting would you please silence, or put your cell phones on vibrate”. “In order to promote unity and an atmosphere of recovery, please try to refrain from the use of profanity and/or lewd comments. Thank You.”

- 1) Open with a moment of silence to reflect on why we are here.
- 2) “We” version of the serenity prayer
- 3) May we go around the room and introduce ourselves.
- 4) Welcome new members. We would like to welcome anyone new to the Kettle Moraine Area Service Committee. Is there anyone attending their first Area Service Meeting?
- 5) Twelve Traditions of NA
- 6) Twelve Concepts of NA
- 7) Service Prayer
- 8) Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups, and service committees, we are not, and should never be in competition with each other. We work separately, and together to help the newcomer, and for our common good. We have learned painfully that internal strife cripples our fellowship. It prevents us from providing the services necessary for our growth.

9) Roll call – Officers:

1. Chair	5. Secretary
2. Vice-Chair	6. Treasurer
3. RCM	7. Vice-Treasurer
4. RCMA	

5. Roll call – Subcommittee Chairs:

a) Activities	e) Public Relations (PR)
b) Campouts	f) Website
c) Hospitals & Institutions (H&I)	g) Literature
d) Project Hope	h) Policy & Administration (P&A)

6. Roll call – Groups (Use current meeting list):

7. Has everyone had a chance to look over the minutes? (Entertain a motion to accept).
8. Some reminders:
 - a) Please submit all financial exchanges to the treasurer and literature purchases to the literature chair as soon as possible.
 - b) If you have any motions for new business, please submit a written motion form to the P&A chair for review and motion numbering.
 - c) Subcommittee chairs please meet during the break to coordinate times for your meetings.
 - d) Please submit all reports to the secretary.

9. 7th Tradition

10. Officer's reports:

1. Chair	5. Secretary
2. Vice-Chair	6. Treasurer
3. RCM	7. Vice-Treasurer
4. RCMA	

****SUSPEND Business for officers to review Treasurer's Report, then proceed.**

Entertain a motion to accept reports.

5. Subcommittee reports:

a) Activities	f) Public Relations (PR)
b) Campouts	g) Website
c) Merchandise	h) Literature
d) Hospitals & Institutions (H&I)	i) Policy & Administration (P&A)
e) Project Hope	

Entertain motion to accept reports.

6. Group reports (Use meeting list – no motion to accept reports is necessary).

7. Business:

1. Old Elections	4. New Elections
2. Old Motions	5. New Motions
3. Old Business	6. New Business

8. Announcements

9. Close with a group hug, and the 12th tradition.

Article Thirteen: Treasury Guidelines

- 13.01 The KMASC shall maintain a checking account.
- 13.02 In the event there is no acting Treasurer to maintain the account under the duties of the Treasurer as set forth in sec. 8.05(3), KMASC may designate another acting officer to step in the place of the Treasurer to maintain the account and perform treasury duties as set forth herein.
- 13.03 The KMASC shall donate 10% of donations to the WRSC, 10% to H&I, and 80% to the general fund unless otherwise designated by the KMASC.
- 13.04 The KMASC shall maintain a prudent reserve of \$500.00 in the General Fund.
- 13.05 The KMASC treasury policies shall be as follows:
- 1) Five of the KMASC officers shall be designated as cosigners of the checking account.
 - a) In the event there are not five officers available to be designated as cosigners of the checking account, KMASC may designate up to two subcommittee chair members to service as cosigners of the checking account.
 - b) Each subcommittee chair member shall have at least one year of continuous clean time.
 - 2) Checks drawn on the KMASC checking account shall require any two cosigner signatures.
 - 3) Nobody shall cosign a check made out to him or her unless 2 other cosigners first approve it (e.g. cosigner gets approval by 2 other cosigners over the phone).
 - 4) No two cosigners of the checking account may reside in the same household.
 - 5) Checks shall reflect the KMASC address, and bank statements shall be mailed to the KMASC Post Office Box.
 - 6) The Treasurer shall use a receipt book to record all transactions; these receipts shall be known as Treasurer's Receipts.
 - 7) A Treasurer's Receipt shall be given out for all transactions. The Treasurer and the person receiving the receipt shall both initial the receipt when the transaction is completed.
 - 8) Receipts not defined as treasury receipts, along with a completed expense/reimbursement or an advance request form are required for all disbursements, and must be submitted to the treasurer by 1:30 PM on the day of the KMASC meeting.
 - 9) Bank statements shall be held by the KMASC Treasurer and shall be held in the

KMASC Treasury Archives for 7 years.

- 10) The Treasurer's report shall list all:

Proceeds	Donations
Advances	Balances
Expenses	

for all working reserves, the general fund, and the checkbook. The bank and reconciliation statements shall also be provided.

Money received from the 7th. Tradition at each KMASC meeting shall be counted by the Treasurer and one other person. Both parties shall initial a receipt.

- 11) The KMASC shall donate \$10.00 from the general fund to each facility hosting the KMASC meeting.
- 12) Officers, and Subcommittees, shall maintain a working reserve as follows:
- a) Activities & Merchandise ---- \$500.00
 - b) Activities (for merchandise) - \$700.00
 - c) Campouts (for merchandise)- \$500.00
 - d) H&I----- See **Article 13.03**
 - e) Literature ----- \$30.00
 - f) Policy & Administration ----- \$30.00
 - g) Public Relations ----- \$150.00
 - Funds generated by PR fundraisers shall be held in the PR reserve until the amount falls below the working reserve.
 - h) Project Hope----- \$200.00
 - Funds generated by Project Hope fundraisers shall be held in the Project Hope reserve until the amount falls below the working reserve.
 - i) Secretary ----- \$50.00
 - j) Website ----- \$25.00
 - k) Chair----- \$30.00
 - l) Vice-Chair ----- \$30.00
 - m) Treasurer ----- \$30.00
 - n) Vice-Treasurer ----- \$30.00

- 13) The KMASC shall maintain a facility deposit fund. This fund shall include sufficient proceeds from our campouts to pay for facility deposits for the next year's campout. In addition, \$500 will be kept to:

- a) Pay for rent for the KMASC's one-day events.
- b) Serve as a buffer in the event of a security deposit loss.

This fund shall be replenished as subcommittees submit proceeds from their events.

- 14) Of the money above working and prudent reserves, the KMASC shall donate 100% to the WRSC.

- 15) The Treasurer shall deposit into the KMASC checking account all function proceeds and/or any other donations within 5 days of receipt.
- 16) The Treasurer shall submit an annual report at the October KMASC meeting to include a financial statement of all donations and exceptions.
- 17) The KMASC chair and RCM may conduct audits, comparing KMASC bank statements with the Treasurer's records at any time.
- 18) When the Treasury Report is submitted to the KMASC, normal business shall be suspended. The Officers shall review the bank and reconciliation statements and other KMASC members shall review their last month's transactions for accuracy. Any discrepancies shall be addressed immediately. The following shall be checked for accuracy:
 - a) The bank statement and Treasurer's Report balances must match.
 - b) The ending balance of the previous month's Treasurer's Report must match the beginning balance of the current month's Treasurer's Report.
 - c) The check numbers on the bank statement and the Treasurer's Report must match.
 - d) All deposits must have been made in accordance with the KMASC Bylaws.

13.06 Authorized reimbursements from the General Fund are as follows:

- 1) All designated representatives who attend WRSC meetings shall be reimbursed for fuel at \$.05 x mileage x current per gallon price for gas, \$15 meal allowance per day, and may stay in the room paid for by the KMASC.

Example 1		Example 2	
Gas price/gal.	1.86	Gas price/gal.	3.15
Miles Traveled	x100	Miles Traveled	x100
	186.00		315.00
Rate Paid	x.05	Rate Paid	x.05
Reimbursement	\$9.30	Reimbursement	\$15.75

- 2) The RCM/RCMA shall be reimbursed up to \$125.00 for one night's lodging when attending WRSC meetings. Upon request, an additional night's lodging shall be provided when the WRSC takes place beyond the KMA's neighboring areas.
- 3) The RCM shall be reimbursed for the cost of stamps to mail flyers, not to exceed \$5.00 per month.
- 4) When only one copy of a non-KMASC flyer is available, the RCM, RCMA, or Literature Chairperson shall be reimbursed for making 2 copies for each group residing within the KMA.

13.07 Money above \$30.00 shall be disbursed by check only, unless a cash advance is approved by the KMASC.

13.08 The KMASC mailing address shall be the PO Box designated by the KMASC.

Article Fourteen: Activities Guidelines

- 14.01 Our functions are designed to enhance our primary purpose, not to replace group donations. (guide to local services)
- 14.02 When making flyers and merchandise, any copyrighted logo should be accompanied by the trademark ®. (guide to local services)
- 14.03 Vice chair elections are to be held at the first committee meeting following the October election of the chairperson. Vice chair clean time requirement is 1 year.
- 14.04 One person will be appointed by the chair to manage a soda inventory. A \$200 revolving advance will be issued to this person. Receipts must be submitted to the KMASC Treasurer for reissuing advance. Monies from soda sales and coffee donations will be used to buy soda, coffee, cream, sugar and any other supplies that sales and donations can support. Monies in excess of \$200 after restocking supplies will be donated to the KMASC Treasury.
- 14.05 Secretary duties are done as needed. A volunteer to take notes at each committee meeting will be sought. There is no clean time requirement to perform secretary duties.
- 14.06 The function planner document set is to be used to plan all events.
- 14.07 When scheduling a function, the regional calendar must be reviewed. Neighboring areas should be consulted before a flyer is produced to insure we are not in conflict with their functions or any major event within the region.
- 14.08 This committee shall never schedule any event in conflict with the WRSC Weekends of the WRSC include the third Sunday of the odd month.
- 14.09 This committee is to hold a minimum of four functions per year.
- 14.10 All proceeds from functions must be submitted to the KMASC treasurer within one week of the event.
- 14.11 Flyers should be produced 6 months in advance of a function and a digital copy must be submitted to area and regional web servants for posting.
- 14.12 One thousand (1,000) copies of flyers will be made for single day functions and 1,500 flyers will be produced for our 2 campouts in the area.
- 14.13 It is a given that this committee will support KMA group functions and other subcommittee events. Upon request, we will assist by helping to schedule their events, contact facilities, contact area and regional web servants to post flyers and supply any and all beverage and food serving supplies including soda.

14.14 For each of the activities events, the activities chairperson, vice chairperson or designee of the committee will retrieve excess monies hourly from each of the following locations and will leave no more than:

- The \$25 start up money at the soda and coffee stand
- \$50 at the donations cashbox
- \$100 at the registration cashbox
- The \$75 start up money in the merchandise moneybag

Monies taken should be transferred to the lockbox promptly. The lockbox or any other cash amounts should never be left unattended. For reporting purposes, monies from each of these locations should not be commingled.

14.15 Any purchases by committee members or function planning persons must submit a store receipt for reimbursement and cash advances.

14.16 Merchandise inventory totals will reflect the purchase cost.

14.17 Merchandise sale prices will be determined by the committee.

14.18 The KMASC Activities committee produces NA related merchandise with a cash and stockpile amount not to exceed \$700.

14.19 Treasury balance in excess of \$600 will be donated to the general fund of the KMASC Treasury. This committee does retain the right to submit a motion at KMASC meetings for amounts greater than \$600 for large merchandise purchases.

14.20 All ideas for merchandise are welcome. Marketability will determine which ideas will be submitted for production.

14.21 Merchandise will be made available at all activities functions and with permission, be made available at group functions.

14.22 Merchandise will not be made available at H&I and P.R. Events to allow those committees' efforts maximum fundraising potential.

14.23 Merchandise should be made available at WRSC events and at WSNAC alternate merchandise sales on Sunday morning of the convention.

Article Fifteen: Campout Guidelines

15.01 Our functions are designed to enhance our primary purpose, not to *replace* group donations. (guide to local services)

15.02 When making flyers and merchandise, any copyrighted logo should be accompanied by the trademark ®. (guide to local services)

- 15.03 Vice chair elections are to be held at the first committee meeting following the October election of the chairperson. Vice chair cleantime requirement is 1 year.
- 15.04 Secretary duties are done as needed. A volunteer to take notes at each committee meeting will be sought. There is no cleantime requirement to perform secretary duties.
- 15.05 The function planner document set is to be used to plan all events.
- 15.06 When scheduling a function, the regional calendar must be reviewed. Neighboring areas should be consulted before a flyer is produced to insure we are not in conflict with their functions or any major event within the region.
- 15.07 This committee shall never schedule any event in conflict with the W.R.S.C. Weekends of the W.R.S.C. include the third Sunday of the odd month.
- 15.08 This committee is to hold a minimum of two functions per year.
- 15.09 All proceeds from functions must be submitted to the K.M.A.S.C. treasurer at the next A.S.C.
- 15.10 Flyers should be produced 6 months in advance of a function and a digital copy must be submitted to area and regional webservants for posting.
- 15.11 1,500 flyers will be produced for the campouts in our area.
- 15.12 It is a given that this committee will support K.M.A. group functions and other subcommittee events. Upon request, we will assist by helping to schedule their events, contact facilities, contact area and regional webservants to post flyers.
- 15.13 For each of the campout events, the campout chairperson, vice chairperson or designee of the committee will retrieve excess monies hourly from each of the following locations and will leave no more than:
- The \$25 start up money at the soda and coffee stand
 - \$50 at the donations cashbox
 - \$100 at the registration cashbox
 - The \$75 start up money in the merchandise moneybag
- Monies taken should be transferred to the lockbox promptly. The lockbox or any other cash amounts should never be left unattended. For reporting purposes, monies from each of these locations should not be comingled.
- 15.14 Any purchases by committee members or function planning persons must submit a store receipt for reimbursement and cash advances.
- 15.15 Merchandise inventory totals will reflect the purchase cost.
- 15.16 Merchandise sale prices will be determined by the committee.

- 15.17 The K.M.A.S.C. campout committee produces NA related merchandise with a cash and stockpile amount not to exceed \$500.
- 15.18 Treasury balance in excess of \$600 will be donated to the general fund of the K.M.A.S.C. Treasury. This committee does retain the right to submit a motion at K.M.A.S.C. meetings for amounts greater than \$600 for large merchandise purchases.
- 15.19 All ideas for merchandise are welcome. Marketability will determine which ideas will be submitted for production.

Article Sixteen: Website Guidelines

- 16.01 The web site must not contain any advertising other than NA related functions, meetings, etc.
- 16.02 The web site must not contain links to any content other than NA approved sites and NA approved material.
- 16.03 The web site must be backed up USB drives by the chair and 1 other subcommittee member on a monthly basis.
- 16.04 Personal anonymity must be adhered to in all cases except where contact information is listed on function fliers.
- 16.05 The primary purpose of the web site shall always be to carry the recovery message of NA and provide information about NA in the Kettle Moraine area and NA in general.
- 16.06 The web site subcommittee should have a standing vote of confidence to modify the site contents as seen fit and according to these guidelines.
- 16.07 At the request of KMASC, any questionable content shall be removed from the site and brought back to individual groups for a vote.
- 16.08 All content will be reviewed by the web site subcommittee for accuracy on a monthly basis.
- 16.09 At least 2 subcommittee members should have a working knowledge of how to maintain and update the web site.
- 16.10 Two or more subcommittee members should have active email addresses linked to the webservant@kmana.org email address and be able to answer questions regarding the web site and NA in general. The webservant@kmana.org email address will serve as a channel for NA members to submit potential content to be considered for addition to the web site.
- 16.11 The web site should be kept as simple as possible using only standard web page development tools and practices.

16.12 Copies of all pertinent login credentials and passwords should be kept on file with the KMASC secretary and chairperson.

16.13 Web site subcommittee vice chairperson elections should be held at the first subcommittee meeting following the October election of the subcommittee chairperson. Vice chairperson clean time requirement is 1 year.

Article Seventeen: Policy & Administration (Policy) Guidelines

17.01 The Policy chairperson (Pchair) should prepare an agenda for every Policy Subcommittee (committee) meeting.

17.02 Committee meetings, whenever possible, should meet at a location that provides an opportunity for NA members throughout the Area to attend. Such locations might be:

- Before or after KMASC meetings.
- Alternating in cities within the area.

17.03 The Pchair should take minutes for every committee meeting.

- 1) Minutes should be emailed to all in attendance at the committee meeting and anyone requesting them.
- 2) Minutes are intended to:
 - Act as a reminder to committee members who have volunteered to work on committee business in the upcoming month.
 - Assist the Pchair in creating the following month's agenda.
 - Help maintain committee accountability to the KMASC.

17.04 The primary duties of the committee should be the KMASC Bylaws (Bylaws):

- 1) Update Bylaws whenever a motion passed at the KMASC requires a change. This includes modifications, additions, and deletions to Bylaws. When updating Bylaws, keep in mind that it's desirable to print only updated pages periodically. Leave blank space on pages when possible for future additions, so that following pages don't change.
- 2) Provide Bylaw copies in binders to the Secretary, to be included in GSR starter packets.
- 3) Distribute Bylaws to KMASC participants and anyone requesting a copy:
 - Bylaws should be emailed only in PDF format (PDF creating programs are available free online). This prevents others from making their own modifications.
 - At least three to five hard-copy Bylaws should be available at every KMASC meeting. This includes the latest updated pages and entire sets. Binder covers should also be available.
 - Updated pages, along with a new cover page, should be distributed whenever it's deemed necessary.
 - New, entire copies of the Bylaws should be distributed at least once a year. This can be done more often as deemed necessary by the committee.

- 4) The Bylaws should be reviewed periodically and motions for modifications, additions, and deletions should be presented to the KMASC.
- 5) Bylaw housekeeping may be performed by the committee to make the Bylaws easier to read/understand, but the following items must be followed:
 - **HOUSEKEEPING MUST NOT CHANGE THE MEANING OF THE BYLAW(S).** If there is any question whether housekeeping changes may change the meaning, don't do it. Ask another trusted servant and/or the KMASC first.
 - Everything done as a part of housekeeping must be reported to the KMASC to give everyone a chance to object to the change. This helps maintain group conscience, and should be done during the Pchair's report to the KMASC.
- 6) Housekeeping includes:

Reformatting.	Deleting text.
Rewording text.	Relocating text.
Adding text.	

17.05 The Pchair should assist the KMASC Chairperson (chair) at KMASC meetings:

- 1) It may be helpful to sit next to the chair whenever possible.
- 2) The Pchair should be knowledgeable of the Bylaws, and have a copy present for reference, to advise the chair (and/or other participants) when appropriate.
- 3) When motions are submitted to the KMASC, they are presented to the Pchair. The Pchair should:
 - Number them according to the Bylaws;
 - Review to determine if passage would result in addition, deletion, or change to existing Bylaw. If so, the motion is to be reviewed in the committee's next meeting and then presented to the chair at the next month's KMASC meeting;
 - Review for clarity, similarity to existing Bylaws, confliction with existing Bylaws, etc.;
 - Explain/clarify motion with chair so that he/she may present it with a clear understanding.

17.06 When a motion is passed, the Pchair should ensure that any Bylaw additions, deletions, and/or corrections are done.