

KETTLE MORAINÉ AREA SERVICE COMMITTEE BYLAWS



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).

Table 1. List of NA Acronyms

ASC	Area Service Committee
CAR	Conference Agenda Report
GLS	Guide to Local Service
GSR	Group Service Representative
GSRA	Group Service Representative Alternate
H&I	Hospitals and Institutions
KMA	Kettle Moraine Area
KMASC	Kettle Moraine Area Service Committee
MZF	Midwest Zonal Forum
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Service
PI	Public Information
RCM	Regional Committee Member
RCMA	Regional Committee Member Alternate
RD	Regional Delegate
RDA	Regional Delegate Alternate
WSNAC	Wisconsin State Narcotics Anonymous Convention
WRSC	Wisconsin Region Service Committee
WSC	World Service Conference



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1. Name and Boundaries

- 1.1. This body shall be known as the Kettle Moraine Area Service Committee (KMASC).
- 1.2. 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.
- 1.3. This committee is a member of the Wisconsin Regional Service Committee (WRSC).
- 1.4. This body is a service Committee of NA, which adheres to the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

2. Operation

- 2.1. Documents for use by KMASC may be created by anyone:
 - 2.1.1. Documents intended for repeated use by KMASC groups/subcommittees shall be known as “Internal Documents”, and shall not require KMASC approval before being used.
 - 2.1.2. 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 and, before use.
 - 2.1.3. When being created, Internal Documents and KMASC-Approved Documents shall be numbered in accordance with Bylaw 2.2.
 - 2.1.4. Documents intended for one-time use shall not require numbering.
 - 2.1.5. 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.
- 2.2. All internal Documents and KMASC-Approved Documents shall be numbered, adhering to the lettering/numbering system indicated on KMASC Document Record Form, #KM DR:
 - 2.2.1. The document number shall be visible on all said documents.
 - 2.2.2. Document numbers shall be assigned by: The person/subcommittee creating the document; or
 - 2.2.3. The P3 Subcommittee if requested.
 - 2.2.4. A digital document master shall be provided to the P3 Subcommittee no later than the next KMASC meeting.
 - 2.2.5. 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.
 - 2.2.6. The P3 Subcommittee shall be the holder of all document masters and shall maintain the KMASC Document Record.
 - 2.2.7. All of KMASC’s documents will be made available to any member that requests a copy.
 - 2.2.8. These documents will be edited and maintained, so they will not fall out-of-date.

Table 2.1: KMASC Approved Documents

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<i>Budget Forms (2)</i>	<i>Motion Forms (2)</i>
<i>KMASC Document Record</i>	<i>Reimbursement/Advance Form</i>
<i>Group Report Form</i>	<i>Welcome to KMASC</i>
<i>New GSR Packet</i>	<i>Treasurer's Report</i>
<i>Group Starter Kit List</i>	<i>KMASC Meeting Format</i>

3. Meetings

- 3.1. Regular KMASC business meetings shall be held the second Sunday of every month, with meetings starting at 2:00 PM.
 - 3.1.1. Meetings may be rescheduled when in conflict with a recognized holiday (i.e. Mother's Day) or convention within the Wisconsin Region.
 - 3.1.2. Any rescheduled meetings shall occur on the first Sunday of the month.
- 3.2. 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. If members of the general public are present, the agenda for the meeting may be altered to limit access. Any information not addressed during that meeting must be covered in a closed session. Participating members at the KMASC meeting shall be only those listed in Article Four.
- 3.3. The Rules of Order, as included in the Guide to Local Service in Appendix A, shall be used as the operating procedure for all KMASC business meetings.
- 3.4. The KMASC meeting shall rotate between locations with internet accessibility in each of the counties in the KMA. A meeting location calendar will be maintained by the KMASC. The KMASC shall establish the calendar for the following year at the November KMASC meeting.
- 3.5. Attendance at KMASC meetings is expected of all Officers, Subcommittee Chairs and GSRs and that attendance is anticipated to be in person. However, it is recognized that there are circumstances where a person may not be able to attend in person. In that case, the person may attend via web meeting.
 - 3.5.1. The Chair or his designee creates a web meeting link to be used for the KMASC meeting. That link will be distributed to all Officers, Subcommittee Chairs and GSRs registered with the KMASC prior to the meeting. The link must be set up so that it allows members to invite other members to attend.
- 3.6. All KMASC Meetings will follow a standard format. Prior to the meeting the Chairperson will prepare an agenda for the meeting.



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4. Participants

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

Table 4.1 Area Participants

Participant	Description
Group Representative (GSR)	<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.
	<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.
	<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 Section Five
Subcommittee Chairs	See Section Six

- 4.2. Non-participant NA members may attend KMASC meetings as observers. Where possible, their group’s representative should be used as a channel through which to address the KMASC. Any member of NA may speak if granted the floor by the Chair; however, priority shall be given to group representatives.
- 4.3. Members must be clean to participate in the KMASC.
- 4.4. A new group must be represented by a GSR at two (2) consecutive KMASC meetings to be recognized as a member of the KMASC and entitled to voting privileges.
- 4.5. If a group is not represented by a voting member at two (2) consecutive KMASC meetings, it shall be designated as “inactive” for the sake of quorum computation. Active status shall be returned upon said groups voting representation at the KMASC.
- 4.6. 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. Following attendance, these representatives shall report back to the KMASC on the status of the meeting and make recommendations either for the ongoing support of the meeting or removal of the group from the meeting list.
- 4.7. GSRs attending their first KMASC meeting shall be presented with a GSR Packet that consists of the following (quantities shown in parenthesis):



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5. Officers

5.1. The Officers of the KMASC shall be:

Table 5: Area Officers

Chairperson	Secretary
Vice-Chairperson	Treasurer
RCM	Vice-Treasurer
RCMA	

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

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

5.4. An Officer of the KMASC may not vote as a GSR during the area meeting.

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

5.6. In the absence of an approved budget, each officer will submit a request for approval to the KMASC prior to any financial transactions committing ASC funds.

5.6.1. Any late budgets shall be submitted in the same manner.

5.6.2. Any budget changes arising during the following year shall be approved by the KMASC.

6. Subcommittees

6.1. Subcommittees of the KMASC are:

Table 6

Activities/Campouts	Public Information
Hospitals and Institutions	Website
Project Hope	Policy, Protocol & Procedure (P3)
Outreach	Merchandise

6.2. Subcommittees are directly responsible to the KMASC.

6.3. All subcommittees should hold a minimum of one meeting per cycle. The time, date, and place shall be announced at the KMASC meeting.

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

6.5. All subcommittee projects/activities must be consistent with the principles of Narcotics Anonymous and the subcommittee they represent.

6.6. 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 following meeting.



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- 6.6.1. In the absence of an approved budget, each subcommittee will submit a request for approval to the KMASC prior to any financial transactions committing ASC funds.
- 6.6.2. Any late budgets shall be submitted in the same manner
- 6.6.3. Any budget changes increase in spending during the budgeted year shall be approved by the KMASC.

6.7. Activities/Campouts Subcommittee

- 6.7.1. Dances, picnics, campouts, special speaker meetings are the types of activities coordinated by the Activities Subcommittee. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income.

6.8. Hospitals and Institutions

- 6.8.1. Hospitals and institutions subcommittee conducts panels that carry the NA message to addicts who often have no other way of hearing our message. Treatment panels are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. Correctional panels are held for inmates at jails, prisons, and forensic hospitals. The Hospitals and Institutions Handbook, is a resource that is available and explains more about how to conduct panels, interact with facility administrators, and organize subcommittee work. H&I subcommittee responsibilities sometimes overlap those of the Public Information subcommittee. For this reason, H&I and PI subcommittees are encouraged to closely cooperate with one another.

6.9. Policy, Protocol & Procedure

- 6.9.1. This subcommittee, formerly Policy and Administration, is responsible for maintaining the Area Bylaws, cataloging motions made at the Area Service Meetings and serving as a resource to the other officers and subcommittee chairs on the operating procedures for the Area.

6.10. Project Hope

- 6.10.1. The Project Hope Subcommittee is a standing committee that originated as an off-shoot of the H&I Subcommittee. Project Hope provides NA literature to addicts that are incarcerated in Wisconsin correctional facilities. Requests for literature are received at the area PO Box or Wisconsin Regional Service Office and routed to the Project Hope Subcommittee. The subcommittee will then coordinate the distribution of the requested literature. The Project Hope subcommittee will also coordinate with the Activities Subcommittee to hold one or more fundraisers per year.

6.11. Public Information

- 6.11.1. The general mission of the Public Information subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. The simplest kind of PI project is the distribution of NA literature or production and distribution of fliers



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throughout the community announcing that NA is available and that more information can be had either by calling the regional NA phoneline or by attending an NA meeting. A Guide to Public Information is available and provides detailed information on conducting a wide range of projects designed to increase community awareness of Narcotics Anonymous.

6.12. Website

- 6.12.1. The Website Subcommittee is responsible for maintaining and updating the KMANA.org web site. This includes making sure the announcements are posted in a timely manner and that any items posted to the website are consistent with the bulletin, Internal Use of NA Intellectual Property.

6.13. Outreach

- 6.13.1. Outreach subcommittees serve as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and by car they make sure that no group and no addict has to go through it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts in touch with the mainstream of the NA Fellowship. The outreach subcommittee is not the only subcommittee concerned with reaching out to isolated addicts. Sometimes addicts are isolated by factors other than geography: social, economic, and cultural factors, for instance. PI and H&I subcommittees can help an area committee focus additional attention on the needs of addicts in our own communities who, for one reason or another, have not found NA accessible. Area service committees and their subcommittees need to do whatever they can to ensure that recovery is available to any addict who seeks it, “regardless of age, race, sexual identity, creed, religion, or lack of religion.” Area subcommittees engaging in community outreach activities may find help by contacting the World Service Office.
- 6.13.2. The following are suggested activities and tasks that the Outreach Committee may choose to accomplish.
 - 6.13.2.1. Recruit members with a solid NA message to attend new meetings to help them get established.
 - 6.13.2.2. Recruit members with a solid NA message to attend struggling meetings to help them survive.
 - 6.13.2.3. Maintain a listing of members who are interested in participating in Outreach by attending new or struggling meetings.
 - 6.13.2.4. Reach out to groups with the area that are not attending KMASC meetings as outlined in section 4.6.

6.14. Merchandise

- 6.14.1. The purpose of the Merchandise Subcommittee is two-fold.



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- 6.14.1.1. Promote area unity and fellowship by offering NA related merchandise for sale to members.
- 6.14.1.2. Raise funds for the KMASC through the sales of merchandise at area fundraisers and at other events within the region.
- 6.14.2. All merchandise sold by the subcommittee must be in conformance with the 12 Traditions and all other applicable NA published guidelines and requirements.
- 6.14.3. All purchases of the Merchandise subcommittee must be arms length transactions.

7. KMASC Trusted Servant Guidelines

- 7.1. In order to be a trusted servant of the KMASC, an individual must:
 - 7.1.1. Be a NA member;
 - 7.1.2. Meet continuous clean time requirements as listed in Table 7. The clean time requirement listed in Table 7 may be waived if approved by a majority of the GSRs present at the area meeting.

Table 7: Trusted Servant Clean Time Requirements

Chairperson	2 Years
Vice-Chairperson	1 Year
RCM	1 Year
RCMA	1 Year
Secretary	1 Year
Treasurer	5 Years
Vice-Treasurer	1 Year
Activities/Campouts Chairperson	2 Years
Hospitals and Institutions Chairperson	2 Years
Project Hope Chairperson	2 Years
Public Information Chairperson	2 Years
Policy, Procedures and Protocol Chairperson	1 Year
Website Chairperson	1 Year
Outreach	1 Year
Merchandise	2 Years



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- 7.1.3. Answer questions on the Service Resume prior to being elected;
- 7.1.4. 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
- 7.1.5. Attend the KMASC meeting and read in and submit a written or digital report at or before each KMASC meeting. Written and/or digital reports shall be submitted to the KMASC Secretary, preferably prior to the KMASC meeting.
- 7.2. 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.
- 7.3. 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.
- 7.4. Any NA member who meets the requirements for an office may be elected to that office.

8. Officers

- 8.1. The duties of the KMASC officers by position are

8.1.1. Chairperson

- 8.1.1.1. Prepares an agenda for, and presides over, KMASC meetings;
- 8.1.1.2. Reports any activities not reported by another KMASC Trusted Servant;
- 8.1.1.3. Is responsible for the KMASC archives;
- 8.1.1.4. Initiates all necessary correspondence;
- 8.1.1.5. Ensures that the policies and the procedures of the KMASC are adhered to in all matters;
- 8.1.1.6. Ensures that the Twelve Traditions of NA are upheld in all endeavors;
- 8.1.1.7. Conducts the KMASC meeting with a firm yet understanding hand;
- 8.1.1.8. Possesses a general knowledge of the WSC Rules of Order.

8.1.2. Vice-Chairperson

- 8.1.2.1. Coordinates KMASC subcommittee functions;
- 8.1.2.2. In the absence of the Chairperson, performs the duties of the Chairperson;
- 8.1.2.3. In the absence of a subcommittee chairperson, presides over that Subcommittee;

8.1.3. Secretary

- 8.1.3.1. Keeps accurate minutes of each KMASC meeting, including all reports and current Contact lists. The contact lists shall be:
 - 8.1.3.1.1. One with first name and only last initial, phone numbers and email addresses to be included in the minutes; and
 - 8.1.3.1.2. One with all information needed by the secretary to be available only to officers and subcommittee chairs.



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- 8.1.3.2. Distributes minutes to all KMASC Trusted Servants, the RD, RDA, and any individual who requests them in a timely manner.
- 8.1.3.3. Prepares and keeps on hand, GSR packets.
- 8.1.3.4. Prepares and keeps on hand Group Starter Kits. Each new group shall be supplied, at the expense of the KMASC General Fund, a starter kit consisting of the materials listed on the Group Starter Kit List (see approved documents section above).
- 8.1.3.5. Registers new groups, updates current groups, and closes any groups through correspondence with World Services.
- 8.1.3.6. Sends minutes and flyers to the WRSO.
- 8.1.3.7. The secretary will keep a library of KMASC approved documents and forms.

8.1.4. Treasurer

- 8.1.4.1. Maintains accurate records of all KMASC financial transactions;
- 8.1.4.2. Distributes financial reports at the KMASC meeting;
- 8.1.4.3. Balances the KMASC checkbook;
- 8.1.4.4. Ensures that all deposits are made in accordance with the Treasury Guidelines;
- 8.1.4.5. Coordinates and cooperates with all requests for financial audits requested by an Officer or GSR of the KMA;
- 8.1.4.6. Follows set procedures in recording KMASC transactions.

8.1.5. Vice-Treasurer

- 8.1.5.1. Assists and learns all Treasurers' duties;
- 8.1.5.2. Assists with financial audits as needed;
- 8.1.5.3. Conducts the Treasurer's duties when necessary.

8.1.6. Regional Committee Member (RCM)

- 8.1.6.1. Carries the conscience between the KMASC and the WRSC.
- 8.1.6.2. Attends and submits a written report to the WRSC.
- 8.1.6.3. Coordinates the annual CAR review, and conscience collection.
- 8.1.6.4. Provides WSC Conference Agenda Report (CAR) to anyone requesting a copy.

8.1.7. Regional Committee Member Alternate (RCMA)

- 8.1.7.1. Assists and learns all RCM activities.
- 8.1.7.2. Attends WRSC meetings.
- 8.1.7.3. Conducts the RCM's duties when necessary.

9. Subcommittee Chairperson

The duties of the KMASC subcommittee chairpersons are:

- 9.1.1. Coordinate all activities of the subcommittee in fulfilling the purpose of the committee as defined in their corresponding sections below.
- 9.1.2. Follow the KMASC approved subcommittee guidelines
- 9.1.3. Prepare a budget and conduct subcommittee financial transactions in a responsible manner being a good steward of the area resources.
- 9.1.4. Document meetings of the subcommittee by recording minutes or preparing a report and communicating those minutes/reports to the ASC.



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10. Post Office Box

- 10.1. The KMASC shall maintain a Post Office Box for the receipt of mail and for the purpose of conducting business where a mailing address is required.
- 10.2. An officer of the KMASC shall be designated as the custodian of the Post Office Box. The custodial responsibilities include:
 - 10.2.1. Checking the box for mail on a regular basis.
 - 10.2.2. Mail received will be distributed to the appropriate party.
 - 10.2.3. Holding the account for the PO Box and coordinating with the Treasurer for the payment of the fees associated with the Post Office Box.

11. Motions and Voting Procedures

- 11.1. 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 P3 Chair (or Secretary if no P3 chair is present) for numbering and review, after which the P3 Chair submits it to the Chairperson along with any needed explanation.
- 11.2. All main motions, excluding those noted below, must be seconded prior to discussion on the floor of the KMASC.
 - 11.2.1. Motions presented by a Group and supported by a Group Conscience vote do not require a second on the floor of the KMASC meeting.
 - 11.2.2. Motions presented by a Subcommittee that were reviewed at a subcommittee meeting do not require a second on the floor of the KMASC meeting.
- 11.3. Parliamentary motions are not required to be submitted on a motion form and will only require a second if noted as such in the GLS. In addition a motion(s) "Refer back to the Groups" does not require a second. This motion is used when a member believes that the full support of the area groups is necessary and that the groups may need more information to properly adopt the motion. This motion, if approved, delays the vote on the present motion to the next KMASC meeting, but does not stop discussion.
- 11.4. No member may speak on a motion more than once unless granted the floor by the Chairperson.
- 11.5. Unless otherwise stated in these rules, a majority present and voting in the affirmative is required to pass a motion.
- 11.6. All financial motions and motions submitted to revise the Bylaws shall be taken back to NA groups within the area for a vote and require a $\frac{2}{3}$ majority for approval. Concurrently the P3 subcommittee will review motions to amend the bylaws to assess for redundancy, clarity, and placement within the guidelines and will report back to the area prior to a vote being taken at the next KMASC meeting.
- 11.7. Any motion to revise the Bylaws created by a subcommittee must be seconded on the floor of Area before going to the groups for approval.
- 11.8. Voting members of the KMASC are GSRs and voting representatives of groups in attendance either in person or via web meeting.
- 11.9. A Quorum of eligible voters is required to vote on or pass any motions. For the KMASC meeting a quorum will be a majority of active groups in attendance either in person or via web meeting.
- 11.10. Each GSR/voting representative shall be entitled to only one vote.



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- 11.11. Votes on motions shall be as outlined in Table 11:
- 11.12. A majority vote shall be counted as a majority of voting members present. Any abstention(s) shall not affect the outcome of the vote.
- 11.13. The chairperson may have one vote, but only in the event of a tie.
- 11.14. A 2/3-majority vote shall be defined as greater than or equal to 2/3 of voting group representatives present.
- 11.15. GSRs who are subcommittee chairs may not vote on policy changes affecting the subcommittee on which they serve as the chairperson.

Table 11 Voting Procedures

Voting Options	Resulting Action
Voice vote - unanimous consent	Where a consensus exists the Chair will ask if there are any objections to the motion. If none are voiced, the facilitator declares that the motion passes by unanimous consent.
Voice Vote	If there is an objection, the Chair asks those in favor of the motion to respond by saying "aye," then asks those opposed to the motion to respond by saying "no," and then asks those abstaining to respond by saying "abstain." The chair then announces if the motion was approved or rejected
Show of hands	The facilitator asks those in favor of the motion to raise their hand and hold it up while their numbers are counted. The process is repeated for those in opposition, and then for those abstaining. Upon completion of the vote, the facilitator announces the number of votes in favor, the number of votes opposed, the number of abstentions, and then if the motion was approved or rejected.
Secret Ballot	A secret ballot will be used for the election of officers and subcommittee chairs

12. Elections

- 12.1. Elections will take place in accordance with the schedule outlined in Table 12.
- 12.2. Vice-chairs do not automatically assume the position for which they are an alternate; other nominees must be given an opportunity.
- 12.3. The election of officers and subcommittee chairs is critical to the ability of the KMASC to carry out our mission of supporting the groups and carrying the message to the addict that still suffers. As such all nominees should meet the



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clean time requirements, have prior group level service experience, be a member of a home group located within the area and be a trustworthy individual that is active in the fellowship.

- 12.4. All nominees for a trusted servant position within the KMASC shall read and answer the questions on the Service Resume form in front of the KMASC.
- 12.5. As noted above in Table 11, the KMASC shall elect officers and subcommittee chairpersons by secret ballot. Ballots will be counted by an Officer or GSR that is not a participant in the current election.
- 12.6. All candidates for the positions shall be given the option to leave the room during discussion regarding their nomination.
- 12.7. All nominees must be present at the time of their nomination to be elected for a position. A nominee may be elected without being present.
- 12.8. Area will allow time for any person interested in filling a position to ask questions on what that position does or is given a description of the requirements for the position.
- 12.9. A smooth transition from one trusted servant to the next person filling the position is necessary for the ongoing operation of the KMASC. Wherever possible, the outgoing trusted servant must provide all information and materials to the incoming person and should assist and provide guidance to that person. If the outgoing trusted servant is not able to provide that assistance the officers of the area should assist the people newly elected to trusted servant positions.
- 12.10. In the event of a vacated office, positions may be temporarily filled by elections until the next regularly scheduled election. All nominations will be open for a period one month prior to holding a vote to allow the GSRs to take it back to their groups.

Table 12: Election Schedule:

<u>Position</u>	<u>Nomination Month</u>	<u>Election Month</u>
Chairperson	October	November
Vice-Chairperson	October	November
RCM	October	November
RCMA	October	November
Secretary	October	November
Treasurer	January	February
Vice-treasurer	January	February
Subcommittee Chairs	October	November



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13. Removal of Trusted Servants

- 13.1. The KMASC may declare vacant the office of any elected officer or subcommittee chair that has:
 - 13.1.1. Not been present, represented, or submitted a written report at two consecutive KMASC meetings; or

Not represented the KMASC for two consecutive WRSC meetings (RCM or RCMA only);
 - 13.1.2. Been found unfit as determined by the committee as a whole.
- 13.2. No officer or subcommittee chair may be removed from office without just cause. A 2/3-majority vote shall be required for the removal of any officer or subcommittee chair.
- 13.3. The use of drugs while serving as an officer or subcommittee chair constitutes an automatic resignation from that position. Hearsay is not a suitable basis for removal from a position. In the case of alleged drug use, two officers of the area will reach out to the person to address the allegations individually. The officers will then report to the area whether this person has chosen to step down from the position or if they intend to stay in the position. .

14. Treasury Guidelines

All KMASC Treasury records will be maintained following generally accepted accounting practices for an organization that operates on a cash accounting basis.

- 14.1. The KMASC shall maintain a checking account.
 - 14.1.1. A minimum of three and a maximum of five of the KMASC officers shall be designated as signers of the checking account.
 - 14.1.2. Checks drawn on the KMASC checking account shall be signed by two officers. Note: Dual signature checking accounts are no longer offered by the bank used by the KMASC; however, dual signatures are authorized and it is the policy of the KMASC to have two signatures on each check or two officers present if a withdrawal of funds is made.
 - 14.1.3. No two cosigners of the checking account may reside in the same household.
 - 14.1.4. Checks shall reflect the KMASC address.
 - 14.1.5. Financial records including bank statements shall be held by the KMASC Treasurer and shall be held for a minimum of 7 years.
- 14.2. 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.
- 14.3. The KMASC shall maintain a prudent reserve of \$1,500.00 in the General Fund.
- 14.4. Documentation in the form of receipts, invoices or approved authorizations for expenses or reimbursement are required for all donations and expenses.
- 14.5. The Treasurer shall prepare and submit a treasurer's report at each KMASC meeting including:
 - 14.5.1. Itemized, donations, other receipts and expenses
 - 14.5.2. Checking account balance and records of deposits and checks disbursed.
- 14.6. A separate accounting for H&I, Project Hope and PI funds will be maintained separate from the General Fund. Funds designated for these subcommittees are



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- designated funds and may not be transferred to another account without a $\frac{2}{3}$ majority of the KMASC.
- 14.7. The KMASC chair and RCM may conduct audits, comparing KMASC bank statements with the Treasurer's records at any time.
 - 14.8. The RCM is eligible to be reimbursed for expenses associated with attending each in-person meeting of the WRSC (includes in person attendance at hybrid meetings) in accordance with the following:
 - 14.8.1. Lodging: for one night lodging at the hotel designated by the WRSC for the meeting, at the rate negotiated by the host committee. If a negotiated rate is not available, the RCM will be reimbursed the cost for a standard room.
 - 14.8.2. Meals: \$25.00 per day for each day of the meeting.
 - 14.8.3. Mileage: \$0.30 per mile as calculated using a mutually agreed internet mapping application for round trip mileage.
 - 14.9. The RCMA is eligible to be reimbursed for attendance of two in person meetings of the WRSC, while serving in the role of RCMA, per year in accordance with the following:
 - 14.9.1. Lodging: for one night lodging at the hotel designated by the WRSC for the meeting, at the rate negotiated by the host committee. If a negotiated rate is not available, the RCMA will be reimbursed the cost for a standard room.
 - 14.9.2. Meals: \$25.00 per day for each day of the meeting.
 - 14.9.3. Mileage: \$0.30 per mile as calculated using a mutually agreed internet mapping application for round trip mileage.
 - 14.9.4. If the RCMA is attending the WRSC meeting as the sole representative of the KMA ASC, the reimbursement policy for the RCM in section 14.8 will apply. Attendance in this capacity will still count as attendance by RCMA for the purpose of reimbursement under section 14.9.
 - 14.10. Reimbursement exclusions,
 - 14.10.1. The RCM or RCMA will not be reimbursed costs for attending the WRSC meeting if another entity is covering the cost of attendance. Other entities with the potential to cover costs of attendance could be the WRSC, The WSNAC Board, a KMA group or an individual member
 - 14.10.2. The RCM or RCMA may voluntarily waive the reimbursement offered above at their own request.