



STANDING RULES AND PROCEDURES  
OF THE SAN DIEGO IMPERIAL COUNTY  
REGIONAL SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS

January 2008

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## **STANDING RULES AND PROCEDURES OF THE SDICRSC**

FORMAT: Our Standing Rules are numbered according to the time of their original adoption. Each standing rule is annotated with the year, month and place in the minutes reflecting the standing rule's adoption and any amendments. The following key describes the Previously Passed Motions numbering system.

### KEY TO NUMBERING SYSTEM:

- 1) First set of numbers represents the year in which the RSC meeting took place.
  - 2) Second set of numbers is the month the RSC occurred.
  - 3) Third set of numbers represents the page # in the RSC minutes where the motion has come from.
  - 4) Fourth set of numbers represents the paragraph on the page in the minutes where the motion was found.
- M            Use of a capital "M" denotes either a separate page listing all passed motions or inclusion of motion forms in the minutes instead of meeting notes.
- M:1...99    Is either the sequence of the motion on a separate page listing all passed motions or the number assigned the motion by the secretary.
- M:A...Z    Denotes sequencing done by the Policy subcommittee when motion forms were not numbered by secretary.

### 1. Criminal Act Procedure:

In the event that the San Diego Imperial County Regional Service committee shall fall victim to any criminal act, the Executive committee, with the approval of the Area Service Committee representatives, shall reserve the right to take legal action against any offender.

(86/1-2:5)

### 2. Procedure for Legal Matters:

All legal matters brought to the attention of the RSO will go through the following procedure:

- a. The phone worker or Office Manager will notify the CEO immediately.
- b. CEO will return call to get clarification of information.
- c. The CEO will contact the RSC chair, Vice Chair, RD or RDA to consult about appropriate action.
- d. If it's determined to be an office legal matter the RSO will follow their internal procedures and report at the next RSC meeting. If it is determined to be a Fellowship matter, it will be taken up at the RSC and/or referred to the appropriate subcommittee.

(91/01-5:5)

### 3. Travel Priority Policy

This policy has been created to provide guidance for the sending of Trusted Servants of the San Diego Imperial Counties Region of Narcotics Anonymous to Service related events. In keeping with the Eleventh (11<sup>th</sup>) Concept of Service, we should always exercise prudence in spending the SDICRNA-RSC's funds. Every effort should be made to find the best rates possible and to look for ways to conserve and protect NA's funds. Authorized travelers must maintain all receipts and submit them at the following RSC.

#### RSC Approval and Procedure

Approved Travel Funds will be distributed in advance by the RSC Treasure to the Traveling individual(s). The traveling individual(s) will sign a Cash Advance Voucher and agree to be responsible for those funds.

- a. Two people are already being sent by standing rules (Guidelines) of the RSC, namely, the RD and RDA.
- b. As monies are available, the following priorities apply:
  1. Regional representatives, such as the Regional Chair or Vice Chair, to special workshops.
  2. Voting members at quarterly workshops (other than RD and RDA)
  3. Non-voting or pool members at quarterly workshops.

Money is available from funds held in the RSC's working capitol.

(88/10-10:1)(88/11-4:2) (91/1-5:5)

## **Authorized Funding**

### Airfare and Hotel Stay

### Meal Allowance

Meal Allowance of Forty-Five Dollars (\$45.00) per day will be provided.

### Mileage Reimbursement/Personal Car Use

If a personal car is used, the RSC's mileage reimbursement rate is twenty-five cents (\$0.25) per mile. Parking for a personal car at the airport is reimbursable.

### Shuttle Expenses

In addition to Airfare, the RSC will cover all expenses incurred from the travel including shuttle transportation from the airport/station to the lodging and back to the airport/station. These expenses may include bus fare, train fare, cab fare or personal car.

### Car Rental

The RSC may only authorize a rental car in advance of the trip. This will be on the precondition that all other means of transportation are unreliable, unavailable or if a safety threat exists.

#### 4. RSO Bulk Literature Discount Policy

The RSO shall sell literature to Regional Area subcommittees or Literature salespersons, at a lot discount, if the order is prepaid.  
(92/6-M:5)

#### 5. Capital Reserve Amounts:

Activities subcommittee	\$3,500	(91/11-M:3) (05/01-M:1)
Convention subcommittee	\$60,000 <sup>1</sup>	
		(94/09-M:A)(99/12-M:2)(01/01-M:A)(07/03-M:03)
RDs"	\$2500	(Annual Learning Day Event)
		(04/02-M:03)

#### 6. RSO Payment and Billing Relationship:

Our Regional Service Office provides services to the Fellowship and is reimbursed by the RSC for services rendered. The RSO pays its rent, electricity, and trash disposal from its literature and merchandise proceeds, and submits a bill each month for line item repayment of other expenses from the RSC. Typical reimbursements include payment of committee meeting rent, bills for phone, voicemail services, 800 number, and Regional meeting directory costs. The RSC's funds come from Area donations and subcommittee proceeds.  
(93/11-M:2), (98/8-M:-) (99/01-M:005)

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<sup>1</sup> Motion 03-04-07 Allows the Convention Sub-Committee to keep the Newcomer Fund Separate and Apart from their Working Capital/Capital Reserve This is noted here only for clarification

The Phoneline, equipment, literature and archives are to be housed at the RSO at no charge. All equipment, replacement or repair of that equipment including internal or external wiring is to be owned and maintained by the RSO. All new types of equipment are to be purchased by the RSO as requested by the RSC. Either purchased outright by the RSO or as a reimbursable by the RSC. (05/06-M:02)

#### 7. Subcommittee Merchandise:

NA merchandise produced at the Regional level, particularly shirts, is an accepted way to generate not only interest in our Fellowship and our services, but also to generate revenue. The RSO, the Convention subcommittee, the Activities subcommittee, the Conference subcommittee and the Theatrical subcommittee have been granted a Capital Reserve and are expected to raise funds to support their function. Other subcommittees are provided a budget to cover costs associated with subcommittee work, and do not directly fund their efforts through their own fundraising. Our fund flow to the Regional Service Committee ensures both accountability and visibility of all needs and assets. Regional subcommittees may not use their budget funds to finance resalable merchandise. Subcommittee may raise startup funds through subscription (advance sales) or request startup funds from the RSC. The RSC may vote to provide a loan to the subcommittee or authorize the subcommittee to seek a loan from one or more of the Regional subcommittees that have a Capital Reserve. Trust is placed in our Regional subcommittees to always serve in the best interests of NA and to use discretion, good judgment and good taste in subcommittee projects. Artwork must comply with the provisions of our NA Fellowship Intellectual Property Trust. The RSC's primary concern is not permission to develop merchandise, rather to ensure visibility and accountability for our Fellowship's funds and good name. Regional subcommittees without capital reserves, who desire to market merchandise to develop awareness and interest in the subcommittee's work and/or to raise funds for the RSC shall:

- Notify the RSC of merchandise plans
  - Maintain appropriate financial records
  - Pay appropriate sales taxes to the RSO
  - Repay any advance startup moneys
  - When the purpose is served, forward remaining proceeds to the RSC.
- (93/12-M:4)

#### 8. Regional Meeting List:

Our Regional Service Office (RSO) has the responsibility for coordinating, composing and printing our Regional Meeting Directory. Areas are to provide updates at each monthly meeting of our RSC on an RSC provided form. Meeting Directory information called in to the Helpline is verified by Area Outreach subcommittees and provided to the respective RCM. The information used to update the directory will be from the most recent Area updates. The deadline for schedule changes is the 2<sup>nd</sup> Saturday of January, April, July, and September. New schedules will be available by the end of that month.  
(94/6-M:3) (97/4-M:6) (99/01-M:2) (00/07-M:8)

#### 9. Raffles and Drawings:

1. We have decided to exempt ourselves from the Registration and Reporting requirements of the State of California for Raffles. Although we are exempting ourselves from Registration and Reporting, we must follow all other rules for

holding a raffle. There are two exceptions qualifications that we qualify for. You may decide for your event which exemption you will take.

- a. Exemption 1. According to California State Penal Code 320.5 section (h), paragraph (8), non-profit religious organizations, schools and hospitals are exempt from the registration and reporting requirements; however, even though they are not required to register and report, those organizations must still comply with all other provisions of Penal Code section 320.5.

This means we do not have to register as long as we qualify as a religious organization, which we do to the state, even though we claim in our meetings that we are not.

- b. Exemption 2. We do not have to register with the state if we do not require a donation for the raffle tickets, pursuant to California State Penal Code 320.5, section (m).
2. All raffles must follow the following regulations, regardless of exemption chosen for Registration and Reporting:
    - a. A raffle must be conducted under the supervision of a natural person age 18 or older.
    - b. At least 90 percent of the gross receipts from raffle ticket sales must be used by the eligible tax-exempt organization to benefit or support beneficial purposes in California.
    - c. A raffle also may not be advertised, operated or conducted over the Internet. However, the organization conducting the raffle may place on its web site an announcement of a raffle
  3. 50/50 style games are considered gambling and are not allowed at any time. This is because only 10% of the ticket proceeds may be spent on raffle prizes.

(reference SUMMARY OF CALIFORNIA LAWS REGARDING CHARITABLE SOLICITATIONS, LOTTERIES, RAFFLES, CHARITY BINGO, ETC., <sup>2</sup> (98/07-M:2) (05/08-M:1)

## 10. Conflict Resolution Policy

### General:

- The goal of the SDICRSC is to have all conflicts in RSC service resolved by the members involved in the conflict. Members include the SDICRSC Officers, SDICRSC members, and all participants in the SDICRSC Subcommittees.
- It is the responsibility of the officers of the SDICRSC to assist all members in resolving any conflicts that the members cannot resolve among themselves.
- The following members are responsible to act as mediators between the various members to help in resolving any conflicts brought to them (listed in the preferred order of contact):
  - The Chairperson of the SDICRSC
  - The Vice Chairperson of the SDICRSC
  - The Chairperson of the SDICRSC Board of Trustees
- When members involved in a conflict feel that they cannot resolve a conflict among themselves, they should contact one of the responsible mediators listed above. It is advisable to keep trying to contact the mediators until the members

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<sup>2</sup> This report was requested by the SDICRSC to clarify language and legality of raffles in our Standing Rules. Please use this report as a recommendation and understand that if violations in law occur at a Narcotics Anonymous event, we are under jeopardy of losing our non-profit status.

receive acknowledgement that the mediators are aware of the issues and are taking steps to help.

- If the member does not speak directly to a mediator but leaves a message, he or she should contact the mediator again within 48 hours to verify that the mediator is aware of the request for assistance.
- If the mediator does not respond after the member leaves two messages, the member should contact another mediator listed above.
- The contacted mediator is responsible to respond to the member who contacted him or her in a timely manner, but should respond within 48 hours of being notified.
- If the person contacting the mediator is a member of a SDICRSC Subcommittee but not the chairperson of that committee, then the mediator must also contact the subcommittee chairperson and notify them that he or she was asked to assist in resolving the conflict.
- The mediator's responsibility is to work with the members involved in the conflict to help them resolve the conflict. Participation should be on the level of impartial observer and moderator. Ultimately, resolution should come from the members if possible.

#### SDICRSC Chairperson

- If the Chairperson is contacted and cannot personally participate in resolving the conflict, then he or she is responsible to delegate the task to the Vice Chairperson of the SDICRSC or the Chairperson of the Board of Trustees.
- The Chairperson should confirm the transfer of the task to another mediator within 5 days.
- The Chairperson is responsible to inform the member who raised the issues if another mediator is assigned to participate in the conflict resolution.

#### SDICRSC Mediator other than the Chairperson

- If the mediator contacted by the member is not the SDICRSC Chairperson, then the mediator needs to contact the Chairperson within 48 hours to inform them that he or she was contacted and is taking responsibility for helping with the conflict resolution.
- If the status of the conflict changes, the mediator will promptly update the SDICRSC Chairperson of the change.
- If the contacted mediator cannot participate, he or she is responsible for contacting the SDICRSC Chairperson to inform them of the issues so the Chairperson can assist in resolving the issue.
- If the contacted mediator cannot participate and cannot reach the SDICRSC Chairperson to notify him or her of the issue, then the mediator must contact another mediator as quickly as possible, but preferably within 48 hours.

#### SDICRSC Members:

- If the members cannot resolve the issue with the mediator's participation, then the members involved in the conflict should attend the next SDICRSC meeting to present the issue to the RSC for resolution.

- If the participating mediator and the members involved in the conflict feel that the SDICRSC members need to become involved before the next regularly scheduled SDICRSC meeting, the participating mediator must contact the SDICRSC Chairperson as quickly as possible to discuss the scheduling of a special meeting of the SDICRSC to deal with the issue.
- The SDICRSC decision in regards to the conflict will be considered final.

(00/01-M:2)

## 11. Policy on Misappropriation of NA funds

This policy shall be effective at the September 2001 annual meeting of the RSC. The following Regional Trusted Servants shall, as a requirement of their service position, fill out the form titled “SDICRSC Qualification Questionnaire Of Candidate For Money Handling Position”. In addition they will be required to sign, and have a witness sign, the “Statement of Acknowledgement of Financial Responsibility and Procedure for Dealing with Misappropriation of NA Funds”. Both these documents are found in the Nominations and Elections section of the Standing Rules and Procedures of the San Diego Imperial County Regional Service Committee of Narcotics Anonymous.

RSC Chair

RSC Vice Chair

RSC Treasurer

RSO Chief Executive Officer

RSO Chief Financial Officer

All Subcommittee Chairs

Convention Subcommittee Vice Chair

Convention Subcommittee Treasurer

Activities Subcommittee Vice Chair

Activities Subcommittee Treasurer

(01/08-M:A)

## 12. Statement regarding Sexually Predatory Behavior in Meetings

Please respect the needs of those attending the meeting.

We have been informed that in our region there have been incidents of child molestation. If you have been a victim of this crime, please contact law enforcement, talk to a member you trust, or bring it to the business meeting or contact the RSO.

Although we would like to consider meetings a safe place, please be aware illegal activities or acts by a few of our members may still be practiced. If asked to participate do not jeopardize your recovery and refrain from participating.<sup>3</sup>

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<sup>3</sup> The SDIRNA Board of Trustees has been asked to prepare the following statements for inclusion in your opening readings. If you have been experiencing problems with child molestation or sexually predatory behavior, we suggest that you select one or more of the statements above, in any order you choose, and add them to your reading after the sentence asking to put weapons and paraphernalia outside. Additionally, we ask that you discuss these issues at your business meeting.

### 13. SDICRNA IT Oversight Policy

The purpose of an IT Oversight Policy is to help the RSC in determining accountability and responsibility of the Website Subcommittee. This is to be used as a guideline in interacting with the Website Subcommittee. All RSC Subcommittees are accountable and responsible to the RSC, and it is the RSC's responsibility to hold the Subcommittees accountable and responsible.

The following is a list of the services that the Website Subcommittee gives to the RSC:

- Website up and running 7 days a week, 24 hours a day.
- Updates to the website are done at least once a month, for Schedule and Activities sections.
- Training of other Trusted Servants to update website.
- Bi-monthly reports to the RSC of the following:
  - Website usage statistics
  - Updated content (what was updated)
  - Budget( used this month, remaining, special needs in excess of budget)
  - Requests made to the Website Subcommittee by the fellowship, region, and outside sources.
- That a single Service Provider is doing all of the services necessary to host and support the website (backups, archiving, maintenance).
- E-mail administration

The RSC should use this list as a starting point for reviewing the services provided by the Website Subcommittee. Open discussion of these items is encouraged and if there is any question as to what they mean, please ask questions.

Any additional services that the Website Subcommittee would like to add to the website must be brought to the RSC for approval

Need to add citation

**SAN DIEGO IMPERIAL COUNTY REGIONAL SERVICE COMMITTEE  
STANDING RULE  
NOMINATIONS AND ELECTIONS**

**NOMINATIONS**

The nominating committee primarily makes nominations, however any member as defined in article 11 of the RSC Guidelines may make nominations. Each candidate must complete a service resume. Nominations shall open during new business at the RSC meeting in July and will close during the election proceedings at the September meeting.

**NOMINATING COMMITTEE**

- A) Five (5) members elected during the regular July RSC meeting.
- B) A coordinator is to be selected by these (5) members.
- C) The coordinator is to submit a written report during the regular August and September meetings.

**DUTIES OF THE NOMINATING COMMITTEE**

- A) Nominate candidates for the offices to be filled at the Annual RSC meeting in September.
- B) Compose and distribute an informational flyer within the San Diego Imperial County Region detailing nominations and elections. The flyer is to consist of the following information:
  - 1) Regional positions to be filled.
  - 2) Times and dates for the nominations to these positions.
  - 3) Qualifications for these positions, such as clean time requirements, previous service, complete regional service resume, etc.
  - 4) Phone numbers to contact for nominations and /or additional information.
  - 5) Other information as may be directed by this RSC.

**INTRODUCTION OF NOMINEES AT THE ANNUAL MEETING**

(Question & Answer Session)

Nominees must be present at the annual meeting in September. At the appropriate point in the agenda, the list of nominees for each position shall be read. As each nominee is called, any participant of the committee may direct questions to the nominee concerning matters relevant to their possible election. Nominees may respond to questions not answered on their service resume.

**ELECTIONS**

Elections will be held at the completion of the introduction and question and answer period. When the RSC Chair calls the election, the nominating committee will distribute a prepared ballot to all RCM'S. Upon completion of voting, the votes will be tallied and the results given to the chair to be announced. All elected positions require a majority (more than 50%) of the votes from voters present. In the event of a tie the RSC chairperson shall cast a deciding vote.

A person may be nominated for more than one position but may only be elected to one position. If elected to more than one, the nominee shall select the position they

want and another election shall be held for the remaining position.<sup>4</sup>

The RD and RDA shall be elected by a vote of both RCM's and GSR's at the Post World Service Conference Event. (04/09-M:09)

## N&E1 QUALIFICATIONS

The qualifications for officer and subcommittee chairs shall be as follows:

The RSC Chairperson shall have 5 years clean with 3 years service experience, with 2 years experience at the regional level.

The RSC Vice Chairperson shall have 4 years clean with 2 years service experience, with 1 year experience at the regional level.

The RSC Secretary shall have 2 years clean with 1 year's service experience.

The RSC Treasurer shall have 3 years clean with 1 year's service experience.

The RSC Assistant Treasurer shall have 2 years clean with 1 year's service experience.

The Regional Delegate shall have 5 years clean with 3 years service experience, with 2 years experience at the regional level.

The Regional Delegate Alternate shall have 5 years clean with 2 years service experience, with 1 year experience at the regional level.

The members of the Regional Board Of Trustees shall have 8 years clean with 5 years service experience.

The RSO Pool members shall have 3 years clean with 2 years service experience. Must attend 3 consecutive RSO meetings prior to nomination.

The Policy Subcommittee Chairperson shall have 5 years clean with 3 years service experience, with 2 years experience at the regional level.

The Convention Subcommittee Chairperson shall have 5 years clean with 2 years service experience on the convention committee.

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<sup>4</sup> The following has been copied from the RSC Guidelines per Motion 04-06-07 for clarification regarding the RD & RDA: Article IV: Section 3. The officers and subcommittee chairs, except the delegate positions (RD, RDA) shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin at the start of the regular meeting following the meeting at which they are elected. Section 4. The Regional Delegate (RD, Regional Delegate Alternate (RDA) will be elected by direct GSR vote at the post WSC regional assembly. They shall serve for 2 years, and their term of office shall begin immediately following the Pose-WSC Regional Assembly.

All other subcommittee chairpersons shall have 3 years clean with 1 year area or regional service experience in the committee that they are nominated to chair.

N&E2  
*(Intentionally Left Blank)*

## STATEMENT OF WILLINGNESS AND QUALIFICATION

Dear Service Nominee:

Before completing your service resume form, we would like to let you know a little more about service at the regional level.

The position that you have been nominated for will require you to make a commitment of at least one year. This means that you may be asked to make a considerable investment of your time. Certainly, you will have tasks to do at home in your spare time, writing reports, and discussing plans and objectives of your service work.

As well as attending your subcommittee meetings, subcommittee chairs are expected to attend the Regional Service Committee meeting every month. RCM's, RCM Alternates, and RSC officers are expected to attend each month. All members are expected to stay until the close of the meeting, sometimes as long as six hours. In order to provide our fellowship with the very best service possible, we ask you to consider carefully the responsibilities that go along with the elected position for which you may be nominated. You may wish to consult with your family and sponsor.

In Loving Service,

SDICRSC Nominating Committee

N&E3

**SDICRSC**  
**Statement of Acknowledgement of Financial Responsibility and**  
**Procedure for Dealing With Misappropriation of NA Funds**

Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, you will be required to adhere to guidelines regarding the handling of funds. You will be asked to implement standardized accounting practices and auditing procedures that ensure your accountability. These practices may include, but not be limited to, monthly reporting, regular audits, two- signature checking accounts, and monthly reconciliation of original bank statements.

These practices may be monitored by another person. You may be accompanied while counting receipts, making the bank deposit (this should be done immediately, not the following day), reconciling the original bank statements, and most importantly, while any funds are disbursed. Your financial records shall be readily available to other trusted servants.

Misuse or Misappropriation of NA funds will not be tolerated. The following is an outline of the process that will be followed if a misappropriation is reported.

1. An immediate and thorough review of all books and financial records shall be conducted to make sure the funds were actually misappropriated.
  - a. What was the amount misappropriated?
  - b. By whom was the money misappropriated?
  - c. What failing in the accounting procedures and safeguards allowed this to happen?
2. A special meeting of the SDICRSC(RSC) shall be convened per the RSC Guidelines, within three days of the confirmation of a misappropriation. The format of the special meeting shall allow sufficient time for everyone involved to express their concerns. Everyone should try to focus on spiritual principles, while deciding on the best course of action.
  - a. The individual(s) who supposedly took the money shall be informed of the meeting and given the opportunity to present his or her point of view.
  - b. If the individual(s) does not appear at the special meeting, the RSC shall ensure that every effort to contact the person(s) has been made. The committee shall use certified mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual(s) is responsible for missing money, that repayment is expected, and what the consequences will be if the individual(s) does not respond to the letter. Copies of the letter shall be deposited in a safe place for further reference.
  - c. If the individual(s) admits to the misappropriation and agrees to pay back the missing funds, a legally binding restitution agreement shall be developed, utilizing legal advice if necessary. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best to not drag out the process. The agreement may specify regular weekly or monthly payments until the full amount is repaid. The individual(s) shall be informed that, if the restitution agreement is not adhered to, the committee may take legal action based on the signed and witnessed restitution agreement.
  - d. If the individual(s) refuses to repay the money, or agrees to a plan but does not follow it, or if the person(s) has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be a last resort, opted for only when everything else has been tried. The decision to prosecute shall be thoroughly explored before going ahead, using area and/or regional service committees, the WSB, and the WSO as resources.
  - e. Balancing spirituality with responsibility, the individual(s) shall be removed from his or her service position, and shall not be considered for another position until he or she has dealt with the issue through the process of the steps.
  - f. A report about the situation shall be published, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person(s) involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

By my signature, I acknowledge the following:

1. I have received a complete copy of these financial standards and practices.
2. I have read them and understand them completely.
3. I shall adhere to all that is outlined and contained within them as it applies to my position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_  
N&E4

**SDICRSC**  
**Qualification Questionnaire Of Candidate**  
**For Money Handling Position**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Area: \_\_\_\_\_

Clean Date: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Experience with handling funds: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you familiar with standardized accounting and auditing practices? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

\_\_\_\_\_

Do you have a dependable source of income? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been charged with misappropriation of funds? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

\_\_\_\_\_

(If yes) Did you complete the terms of restitution? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

\_\_\_\_\_

N&E5

## SDICRSC NA SERVICE RESUME

Name \_\_\_\_\_

Clean Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Area Service (list position and approximate date served)

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Regional Service (list position and approximate date served).

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Have you ever failed to complete or been removed from a service position? Please explain:

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Have you read the attached letter and are you willing to make the necessary commitment? \_\_\_\_\_

Do you have the time and skills necessary to complete the service position to which you may be nominated?

Please explain:

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If running for RSO Pool, what position on the Board of Directors would you be seeking?

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