

Guidelines for the New England Regional Service Committee of Narcotics Anonymous

Updated as of June 22, 2022 (removed RMD subcommittee Dec 2023)

ARTICLE I Conducting Business

A Guide to Local Service in Narcotics Anonymous will be used for normal business. The NERSC Rules of Order (Article XII) are used as a guideline to Parliamentary Procedure in running the meeting. The bylaws set forth supersede any rules therein.

For clarification, the books used are in the following order:

1. These Bylaws
2. The Guide to Local Service (GLS) and / or Guide to World Services (GWS)
3. The 12 Concepts to the Service Structure
4. NERSC Rules of Order
5. New edition of "Parliamentary at a Glance"

ARTICLE II Name

The name of this organization shall be The New England Regional Service Committee of Narcotics Anonymous.

The first meeting of the New England Regional Service Committee was held on 6/8/ in their primary purpose to carry the message to the sick and suffering addict; to link together said Areas and Groups; and to foster unity and growth of the fellowship as a whole.

ARTICLE IV Trusted Servants Section 1

- A. Voting members of the NERSC shall be as follows: one representative from each member Area (RCMs or their RCM-Alternates). Or a representative of an area so elected by an area to carry their vote to the NERSC for a specific NERSC meeting. All NERSC officers and subcommittee chairs are non-voting participants.
- B. New Areas can be seated upon announcement of attendance during roll call. RCM's or their RCM-Alternates in the absence of the RCM, will be granted voting privileges immediately.

Section 2

The Regional Committee Members (RCMs) shall be elected by their respective Areas Service Committees. Each member Area shall be entitled to one voting representative.

Section 3

RCMs or their alternates, when acting as RCMs, or a representative of an area, so elected by an area to carry their vote to the NERSC for a specific NERSC meeting, are the only voting members of the NERSC. In the event of a tie, the chairperson shall break the tie.

Section 4

Participation is limited to NERSC officers, RCMs and RCM-Alternates, subcommittee chairpersons and other individuals recognized by the chairperson of the NERSC.

Section 5

Duly elected area subcommittee chairs have voting privileges at their first regional subcommittee meeting (excepting convention committee).

Section 6 Qualifications for general service A. A willingness and desire to serve.

- B. Meet the suggested clean time requirement for the individual office of the NERSC.
- C. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- D. A working knowledge of the Twelve Concepts of NA service.
- E. Prior service at a regional level.
- F. The willingness to give the time and resources necessary to fulfill the position

ARTICLE V Term of Office and Removal Section 1

Suggested Clean Time for Trusted Servants

- Chairperson - 3 years
- Vice-Chairperson - 2 years
- Secretary - 1 year
- Assistant Secretary - 1 year
- Treasurer - 3 years
- Assistant Treasurer - 2 years
- RD - 2 years
- AD - 2 years
- Standing subcommittee chairpersons - 2 years
- Three Members at Large/Finance Committee - 2 years

Section 2

The following officers shall be nominated and elected by the NERSC each June to serve for the following year, effective at the close of the June NERSC meeting:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Assistant Treasurer
- Finance Committee Chairperson
- AD to the World Service Conference
- RD

Note: The RD and AD are elected for two years. Voting to take place every other year.

Section 3

A. The following chairpersons of standing committees shall also be elected by the NERSC each June to serve for the following year:

- Convention (elected every other year to coincide with the conventions)
- Hospitals and Institutions
- Literature
- Policy
- Public Relations
- Website
- Fellowship Development (reinstated to subcommittee status Aug 2016)

- Insurance
 - Finance Committee
- B. Each June three "Members at Large" of the Finance Committee shall be elected to serve for the following year.

Section 4

Nomination and Election Procedures:

- A. All nominations for elected trusted servants require a second from a voting member of the NERSC.
- B. After nominations and acceptance of nomination for an elected NERSC position, and after the Chairperson has solicited objections, all nominees undergo the process of:
1. Qualifying Themselves,
 2. Answering questions from the NERSC, and
 3. Leave the room during voting.
 4. There will be no further discussion when the nominee leaves the room except on questions of Parliamentary Procedure.
- C. In the event of a tie with two or fewer nominees the chairperson will break the tie. If there are more than two nominees, and none receive more than a 50% majority of the votes, the two nominees receiving the most votes will have a second election.

Section 5

The NERSC may establish special ad hoc committees as needed. The chairperson of said committees shall be appointed by the chairperson of the NERSC.

Section 6

The term of office of all trusted servants shall be one year with the exception of the Convention Committee Chairperson which is two years or Chairpersons of special committees who shall serve for the duration of the existence of that particular committee. The RD and AD terms will be two years each. These terms will be two years as AD and two years as RD. A trusted servant may be elected to two consecutive terms.

Section 7

- A. Any elected trusted servant will be removed from office in the event of resignation, death, break in clean time, excessive absence, misappropriation of NERSC funds or a 2/3 majority vote of the NERSC. Two consecutive absences or three absences during the fiscal year without prior notification to the chairperson of the NERSC constitutes excessive absence. (see Section 3) RCMs, since they are elected by their Areas can only be removed from office by their respective ASCs. After any two consecutive absences of any RCM of the NERSC, the Area will be notified in writing by the NERSC chairperson.
- B. To define "misappropriation of NERSC funds" as the use of money given to a trusted servant for a specific purpose for something other than the intended purpose.

Section 8

Nominations and election to fill a vacant position will be held one regional meeting after the vacancy has been announced to the fellowship and included in the NERSC minutes. The person elected to fill the vacancy will serve the remainder of position's normal term.

ARTICLE VI Meetings Section 1

Meetings (nonsmoking) shall be held on both Saturday and Sunday from 11 – 5 on the second full weekend of every even month and held in the member Areas by rotation. Subcommittee meetings are held on Saturday. NERSC meeting will be held on Sunday. The NERSC meeting ends at 5:00 PM unless extended by a majority of the NERSC. NERSC meetings are open meetings. See “Customary Expenses” for amount provided to the hosting area at the NERSC prior to hosting. **Section 2**

- A. To establish quorum: any Area not having representation at three consecutive NERSC meeting will be considered a "non-participating" member, and will not be considered for the purpose of establishing quorum. Said Area will be considered a "participating" member and counted towards quorum upon sending a representative to the NERSC.
- B. A majority of the voting members shall constitute quorum. If quorum is not present, the only action will be the collection of donations, disbursement of customary expenses and, at the discretion of the Chairperson, any business that cannot be postponed until the next NERSC. Acceptance of Area and Subcommittee reports as well as acceptance of bids to host the NERSC will also take place. There will also be time designated for open forum and Area concerns. **Section 3**

Special meetings of the NERSC may be held at any time and any place when called by the chairperson or acting chairperson and all members of the NERSC have been notified at least one week in advance or ten working days in advance if notification is done by mail. These meetings will be held on a Saturday or Sunday. At special meetings only specified issues will be discussed. Standing or special subcommittees may meet at special times as determined by the subcommittee chairperson. All work done at these special meetings shall be presented for review at the regularly scheduled subcommittee meetings.

Section 4

NERSC meetings shall be hosted by each member Area once every two years according to the following schedule:

Odd years: Feb – OPEN (formerly Greater Worcester), April – South Shore, June – Southeast Mass, Aug – Central Mass, Oct – Cape Cod, Dec – Greater Providence

Even years: Feb – Western Mass, April – Martha’s Vineyard/OPEN (formerly Nantucket) (Alternating), June – Boston, Aug – OPEN (formerly Pioneer Valley), Oct – Northeast Mass, Dec – Metro West

If the scheduled area is unable to host, an ad hoc committee will be formed for two months to find a location. Details for the next NERSC meeting will be provided two months in advance.

These are the suggested guidelines for the host Areas:

- A. The area shall have a hall or halls secured for both days two months in advance
 - 1. It is suggested that separate meeting space be provided for each committee on Saturday from 11:00 to 6:00 (approximately 5 or 6), and each committee other than standing committees must schedule a time and place with the host area.
 - 2. On Sunday, a larger main hall, able to hold up to 50 people is needed from 11:00 to 5:00.

3. For both Saturday and Sunday regional meetings, a virtual meeting option must be made available, with the ability to host multiple meetings at a time. As with physical locations, the virtual platform should be available on Saturday from 11:00 to 6:00 and Sunday 11:00 to 5:00.
- B. Lunch for up to 25 - 35 people on Saturday and approximately 35 people on Sunday shall be provided. A vegetarian option, in the event that meat is served is recommended.
- C. Flyers shall be submitted two months in advance, and shall include
 1. Host Area
 2. Dates
 3. Location
 4. Contact Persons (with phone numbers)
 5. Information on accommodations. Include price range for each if possible
 6. Schedule of events
 7. Directions in writing and a map
 8. Zoom/or comparable virtual platform, meeting ID and password, if applicable.
- D. Helpful Hints
 1. Nearby kitchen facilities
 2. Addicts available with experience in preparing food.
 3. Arrive early enough to set up
 4. Ask for a lot of help cleaning up

ARTICLE VII Fiscal Year

The fiscal year shall begin on the first day of August and end on the last day of July.

ARTICLE VIII Amendments/POLICY

A 2/3 majority of the members present and voting may, at any regular or special meeting of the NERSC, alter or amend these bylaws, providing a quorum is maintained.

That the NERSC instruct the Regional Policy Committee to hold an annual regional policy workshop to pass out regional policy to new RCM's and to answer any questions as to how the RSC functions.

ARTICLE IX Financial Reporting Section 1

- A. The financial records are always open to any member requesting access. One week's notice must be given to the Treasurer for proper representation to be made.
- B. All disbursements from the NERSC checking account ought to be signed by the NERSC Treasurer and countersigned by the NERSC Chairperson, Vice-Chairperson, Finance Chair or Secretary. Check endorsements will be limited to these officers.
- C. All NERSC bank accounts must be two-signature accounts and must be in compliance with the current bank's guidelines. (Motion June, 2022)
- D. That all donations received between RSCs be deposited immediately to be available for disbursement at the upcoming RSC if cleared by the bank.

- E. To have bank statement for regional checking account go to regional post office box. Finance committee to do the bank reconciliation between bank statement and regional checkbook at each regional Finance subcommittee meeting. The Finance subcommittee will balance the checkbook on the Saturday of the RSC.
- F. To have all Sub Comm. submit a "Sub Comm. Financial Report Form complete with receipts and/or documentation to the R.S.C. treasurer at every R.S.C. meeting, unless no financial transactions have occurred.
- G. All subcommittees submit a spending plan to the finance subcommittee each April a The RD/AD and Fellowship Development submit two year plans to follow the conference cycle.
 - b Convention subcommittee does not submit a spending plan and instead are allotted seed money.
- H. The finance subcommittee reviews the spending plans.
 - a Subcommittees may be requested to make revisions.
- I. The spending plans are submitted to the RSC for a vote of approval.
- J. Finance uses the approved spending plans to create prudent reserve.
 - a The spending plans are also used to create a calendar of financial expenditures.
- K. Subcommittees must submit a money motion when actually requesting funds.

Section 2

- A. The following prioritized list will be followed for the disbursement of funds from the NERSC treasury.
 - 1. NERSC Operating Expenses
 - 2. Prudent Reserve
 - 3. NAWS Donations
- B. NERSC operating expenses are those expenses, determined by NERSC through the budget process, required to do business.
- C. **The prudent reserve will be determined by the finance subcommittee each year at the June NERSC meeting. Prudent reserve is defined as the amount of money held aside to cover the expenses [including insurance and RD/AD set-aside] of the NERSC for a two month period as well as necessary one time annual expenditures. For fiscal year 20132014, the finance subcommittee has determined these to include:**
 - 1. Seed money for hosting of NERSC meeting
 - 2. Storage fee
 - 3. Secretarial and Treasurer's expenses
 - 4. liability insurance
- D. Any money motions that bring us below our prudent reserve or increases using money in our prudent reserve requires a 2/3 majority in the affirmative to pass.
- E. Fund Flow Procedure
 - 1.The NERSC Treasurer will establish a current balance before the start of each NERSC meeting.
 - 3. After paying out approved budget operating expenses and any money motions, the remaining funds will be allocated to the prudent reserve.

4. If the prudent reserve is met, and there are funds remaining, these funds will be passed along to the NAWS.

Section 3 Customary Expenses

- A. Elected/appointed trusted servants of the NERSC shall be reimbursed for the following upon submittal of receipt and a customary reimbursement form(12/95) to the NERSC Treasurer:
 1. photocopying
 2. postage not to exceed first class and envelopes
 3. long distance phone calls pertaining to the business of the position.
- B. \$600 to the host area for the NERSC meeting.(June 2016)
- C. Reimbursement for Travel Necessary to Fulfill NERSC Duties
 1. The existence of a travel policy does not guarantee reimbursement of travel expenses. Whenever possible, funds should be requested in advance of travel. Every effort should be made to exercise prudence in the spending of NA funds. Travel reimbursement will be considered a customary expense (no motion required) if it is included in the approved NERSC budget and is less than \$300.
 2. Request for travel reimbursement must include:
 - a. Point of departure and arrival
 - b. Mileage traveled if ground travel
 - c. Receipts
 - d. Itemized expense form
 3. The NERSC may reimburse for the following:
 - a. Trips necessary to fulfill NERSC duties. (Service conferences, workshops, learning days, etc.)
 - b. Travel expenses incurred by a NERSC subcommittee chair or their designee and NERSC elected officers. If additional people travel or stay with the authorized traveler, they must pay their own way.
 - c. Requests for reimbursement made within 120 days of the date(s) of travel.
 - d. Portal to portal unless otherwise approved
 - e. Tolls, ferry, hotel, airfare, and parking
 - f. Attendance at the NERSC meeting or its subcommittee meetings is NOT a reimbursable travel expense except under the emergency reimbursement policy outlined below.
 4. The following guidelines apply to travel expenses:
 - a. Mileage is reimbursable at the federal charitable rate plus 0.10¢, not to exceed the Federal Business Mileage rate.
 - b. Per diem food allowance is reimbursed for any travel greater than 24 hours. And outside of the region at 50% of the general services Administration Rate but not less than \$50 per day. GSA rates can be found at www.gsa.gov
 - c. Air travel must be coach or lowest fare available.
 - d. Whenever possible hotel rooms should be shared to keep costs down.
- D. Reimbursement of Unfunded NERSC Trusted Servants for Travel to NERSC Meeting

(December 2012 – October 2013)

1. An Emergency Reimbursement fund of \$500.00 (not to be exceeded) will be set aside for each meeting of the NERSC
 2. Unfunded trusted servants are defined as all Executive Committee Members, NERSC Subcommittee Chairs, as well as ad-hoc Committee Chairs. These individuals are only eligible for NERSC Emergency Reimbursement if their travel is not reimbursable under their ASC policies. (number of people eligible is 23 not including ad-hoc committees.)
 3. Each qualifying member is eligible for \$21.73 ($\$500/23$) or $\$500/23 + \text{Ad-hoc subcommittee chairs}$ – This is to fairly distribute funds in the event the maximum number of eligible members request assistance.
 - a) the total allocation of \$500 per NERSC meeting is not utilized, an eligible member may request additional funding in excess of the \$21.73 in the form of a money motion.
 - b) In order to be eligible for reimbursement the eligible member must present receipts for any requested reimbursement outside of mileage.
 - c) Mileage will be calculated from the starting point address provided by member to the location of the specific NERSC meeting.
 - d) The mileage rate used will be the Federal non-profit mileage reimbursement rate plus ten cents (Current rate is \$0.14 per mile, our reimbursement rate would therefore be \$0.24 per mile.)
- E. The treasurer may, at any time, deny payment, pending a decision by the NERSC. **Section 4**
- A. RD and RD-alternate will be funded to the annual WSC. Expenses to be paid are as follows:
1. Round trip coach airfare at the most economical airfare/room rate package available.
 2. Round trip ground transportation from airport to hotel not to exceed \$40.00 per person.
 3. Room rental not to exceed the published rate of the host hotel. Number of rental days will be contingent upon the most economical airfare/room rate package available.
 4. Meal allowance per each day for the AD to match the RD amounts given by WSO.
- B. Funding for any other members from the region will be voted on by the NERSC no earlier than two (2) NERSC meetings and no later than one (1) NERSC meeting prior to the WSC. Expenses to be paid will be the same as RD and RD-alternate.
- C. Anyone sharing approved rooms will be responsible for paying their equal share of the total room cost. SHARING APPROVED ROOMS SHOULD BE PRACTICED WHENEVER POSSIBLE.
- D. If necessary, this region will deficit spend only to meet the expenses of the RD and Alternate Delegate for the annual WSC.
- E. That when the budget is presented for the RD and AD to the region for the following year, the regional treasurer will put aside, after the end of business for the day, in the regions treasury up to 20% of that budget for each of the next five RSC meetings if funds are available.

Section 5

Budgets should be submitted every year to the Finance Committee by each Subcommittee Chairperson, the RD/AD and the NERSC Administrative Committee. These reports must be received during the April NERSC meeting. The Treasurer will develop a budget based on previous years and the submitted budgets. If no budget is submitted, no funds will be allocated. Submitting a budget does not guarantee that it will be granted. Amendments to the annual

budgets may be submitted to the Treasurer for review and subsequent approval by the NERSC on an "as needed" basis.

ARTICLE X Voting Procedures Section 1

Quorum is established when a majority (see ARTICLE VI section 2) of Areas registered with the New England Regional Service Committee (NERSC) have an RCM or RCM-Alternate present or a representative of an area, so elected by an area to carry their vote to the NERSC for a specific NERSC meeting. Once a quorum is established, normal business may be conducted. Verification of a quorum may be asked for at any time. If a quorum is lost, business ceases.

Section 2

Motions

- A. Motions may only be made by:
 - 1. RCMs or their RCM-Alternate when acting as RCM or a representative of an area, so elected by an area to carry their vote to the NERSC for a specific NERSC meeting.
 - 2. Subcommittee chairpersons or vice-chairpersons when acting as chairperson. Motions made by a subcommittee must be directly relevant to the business of that subcommittee.
 - 3. Officers when it pertains to their position.
 - 4. Ad Hoc committee chairperson or vice-chairperson in the absence of the chairperson when acting as chairperson when it pertains to their committee.
- B. If the maker of the motion is not present, the motion will be tabled until the next meeting of the NERSC.
- C. All motions must be submitted in writing before new business begins unless it is a motion to facilitate business.
- D. That all motions submitted must include an intent.
- E. That any motion brought to the NERSC pertaining to policy guidelines of an NERSC subcommittee be submitted to the respective subcommittee and the Policy Committee for review and recommendation at the following RSC meeting before the RSC votes on the motion.

Section 3

- A. For the purpose of determining majority when voting, we shall establish the number of RCM's present at the time of the vote. The majority needed to carry a vote must be more than half.

EXAMPLE: 11 RCMs present - 6 must vote yes to pass a motion. B.

The following motions require a 2/3 majority to pass:

- 1. All policy motions
 - 2. Money motions that bring our prudent reserve below zero, or increase the amount below zero.
- C. In the event that there are abstentions during a vote 1. The chairperson or acting chairperson will direct the NERSC to reopen discussion for more clarification. 2. A revote will be taken

and abstentions will be removed from the quorum. 3. This change of Quorum only affects motion in question not overall business for the day.

Section 4

- A. Subcommittee motions do not need to be seconded.
- B. Area motions do not need to be seconded.
- C. Ad Hoc subcommittee motions do not need to be seconded.
- D. Motions submitted by officers or RCM's must be seconded by RCM or RCM alternate when acting as RCM's.

ARTICLE XI Duties of Officers Section 1 Chairperson

- A. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- B. To announce in the proper sequence the business that comes before the assembly.
- C. To recognize members or observers who are entitled to the floor.
- D. Having ascertained that a quorum is present, to state and to put to vote all questions that otherwise arise in the course of proceedings except questions that relate to the chairperson, and to announce the result Of each vote: Or, if a motion that is not in order is made, to rule it out of order.
- E. To enforce the rules relating to debate and to order decorum within the assembly when appropriate.
- F. To protect the assembly from obviously frivolous or dilatory motions.
- G. To expedite business in every way compatible with the rights of the members.
- H. To decide all questions of order, subject to appeal unless, when in doubt, the Chairperson prefers to submit such a question to the assembly for decision.
- I. To respond to inquiries of members relating to parliamentary procedures or factual information bearing on the business of the assembly.
- J. To authenticate by the Chairperson's signature, when necessary, all acts, orders, and proceedings of the assembly.
- K. To declare the meeting adjourned when the assembly so votes or where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- L. To arrange and publish the agenda for the meeting which includes a time for Area Concerns.
 - 1. Area Concerns is defined as: Time set aside during the RSC for Areas to express any concerns they may have through RCM's. During Area Concerns RCM's or any duly elected area representative bring forth area concerns representing their area. Any addict recognized by the RSC chair may discuss any issue of concern brought up in Area Concerns.
- M. To make a report of the year's work at the June meeting.
- N. To conduct the meeting with impartiality and fairness, and without personal opinion.
- O. To appoint all Ad-Hoc committees and chairs.
- P. All other duties deemed necessary by the RSC.

Section 2 Vice-Chairperson

It is the duty of the Vice-chairperson of this committee:

- A. In the absence of the Chairperson to serve as Chairperson.

- B. To assist the Chairperson in any way the Chairperson deems necessary.
- C. To make a report of their years work at the June meeting.
- D. To serve as chair of a subcommittee in absentia.
- E. To facilitate during a challenge to a ruling of the chairperson. The vice-chairperson shall ask the chairperson to explain the ruling, allow the challenger to respond to this explanation, and then move the assembly to vote on the ruling without further discussion.

Section 3 Secretary

- A. The Secretary will be responsible for taking the minutes of the NERSC meetings as held. All motions and intents will be included.
- B. The Secretary will correct spelling and grammatical structure without changing the conceptual content to the best of their ability. C. Recipients of NERSC meeting minutes are:
 - 1. Elected trusted servants of the NERSC.
 - 2. RCMs, and RCM-Alternates of areas within the New England region. In the event there are areas with no RCM or RCM-Alternate, a copy of the minutes will be sent to the areas known address.(approved 2/99)
 - 3. In the event that there is a committee without a chairperson, the minutes will be sent to the vice-chairperson of that committee. If there is no vice- chairperson, they will be sent to the secretary.
 - 4. The WSO
 - 5. Additional copies of the minutes will be available for any addict at a cost determined by the Secretary post-paid per copy to the Treasurer. Mailing list in these copies will have the notice: "For internal NA use only. Not to be used as a mailing list to outside enterprises."
- D. The Secretary will copy and distribute the minutes within three weeks following the NERSC meeting.
- E. The Secretary will keep an ongoing set of minutes for reference, dating back one year to be turned over to the incoming Secretary at end of term. F. The mailing list shall be updated at every meeting.
- G. The minutes of the NERSC shall include the business of the day; e.g., Area Reports and Agenda Items (minus Area concerns, unless specifically requested) and anything else deemed necessary by a vote of the NERSC.
- H. RCMs and subcommittees shall submit legible reports with pertinent information within 3 days of the day the RSC meeting. These reports are to be as brief as possible. (10/9/2016)
- I. The secretary will submit a yearly budget for copying and mailing costs at the beginning of each fiscal year.
- J. Expenses for Secretary
 - 1. Based on the estimated expenses of reproduction and mailing the Regional minutes to all recipients, a check should be given to secretary from the NERSC Treasurer to cover the expenses at every NERSC meeting.
 - 2. At every NERSC meeting the secretary should show an accounting of the money given to the secretary and any discrepancies either made up by the Treasurer or reimbursed to the Treasurer.

Section 4 RD and RD-Alternate

- A. To follow the guidelines as written in GLS and/or GWS.
- B. To notify all ad hoc and subcommittees of all communications pertinent to that committee.
- C. To fulfill all appropriate correspondence of the region.
- D. To provide a summarized report of all information received to the NERSC in their report.

Section 5 Treasurer

A. Fiscal Policy

Follow the policies set forth in Article IX.

B. Additional Duties

- 1. Prepare an annual financial report for the previous fiscal year to be presented at the 1st NERSC meeting after the end of that fiscal year.
- 2. Responsible for following state and federal tax guidelines (in a reasonable time frame) and obtaining outside assistance when necessary.
- 3. Receives all revenue, and makes disbursements (both customary and those voted on at the NERSC)
 - A) Money turned in, if not labeled and in a check form, will be placed in an envelope, labeled and rolled (if applicable), prior to being submitted to the Treasurer. B) Schedule for transactions.
 - i. Area donations, other moneys and all requests for reimbursements: 12:00 - 1:00
 - ii. Checks written out: after 2:30
- 4. That the Treasurer submit a written report of activity each NERSC meeting at the following NERSC meeting and also to give (at least) an oral report at each NERSC meeting with current information.
- 5. That the outgoing Treasurer signs the tax return for the year that they held the office of Treasurer.
- 6. That RSC Treasury set up a subsidiary ledger specifically to account for printing and sale of meeting directories

Section 6 Assistant Treasurer

- A. To work closely with the Treasurer, to learn the responsibilities of the treasurer’s position.
- B. Shall attend all Finance Committee Meetings

Section 7 Finance Committee Chairperson

- A. To assume the position as Chairperson of the Finance Committee
- B. It is the responsibility of the Finance Committee Chairperson to maintain NERNA’s nonprofit status, including, but not limited to, filling out and submitting relevant paperwork to the state and other entities, as applicable, and keeping updated records regarding the status of NERNA’s 501c3 status. The Finance Committee Chairperson must report status and updates to the body with their regular reporting.

Section 8 NERSC Subcommittee Chairpersons A. To open meeting at appropriate time.

- C. To prepare an agenda for the meeting.

- D. To conduct their respective committee meetings as their guidelines suggest.
- E. To presents reports to the NERSC. These reports should include:
 - 1. Areas represented (Except the Convention Committee and Finance Committee).
 - 2. Motions being presented to the NERSC
 - 3. Points of major discussion.
 - 4. Financial information/inventory.
- F. To bring back direction given by the NERSC.
- G. To prepare a conference year-end report for the RD.
- H. Submits budget for upcoming year to the NERSC treasurer at April RSC.

Article XII Archives

NERSC shall keep archives of all NERSC related materials which should include a copy of the minutes, corporation minutes, cancelled checks, As well as any other relative material deemed by the NERSC.

- A. NERSC Archives shall be stored at a secure storage facility of the region’s choosing.
- B. The NERSC chairperson and the president of the corporation shall each hold a key to the storage facility.
- C. The rent for the storage facility shall be considered an operating expense to be paid every February.