

**UTAH REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS  
GUIDELINES**  
*(Adopted ~~08/2019~~)*

**Article I - Name**

The name of this committee shall be the Utah Regional Service Committee of Narcotics Anonymous (URSC).

**Article II - Purpose**

- A. To keep the communication link open between Narcotics Anonymous World Services (NAWS) and the URSC through participation in the World Service Conference (WSC) and NAWS-sponsored workshops.
- B. To support the areas and help coordinate area events.
- C. To participate in the Rocky Mountain Zonal Forum (RMZF).
- D. Assist member Areas and Groups with situations and needs outside of the scope of their experience or resources.

**Article III - Boundaries**

- A. The state of Utah and surrounding areas, excluding areas participating in other regional service committees.
- B. We shall include neighboring areas when requested, in the absence of other regional service committees covering said areas.

**Article IV- Meetings**

Meetings will be held on even months. This means February, April, June, August, October and December. Meetings will be held the second Saturday at a place and time to be determined by the facilitator. A schedule of location and time will be set and provided by facilitator at February's meeting and will be posted on the regional website. Facilitator may choose to host region wherever and any area may request the regional members to meet at a location of their choice to help promote unity and ease travel burden from time to time.

**Article V- Spiritual Guidance**

- A. The URSC, its officers and subcommittees shall not make any motion or take any action that conflicts with the Twelve Traditions, or the Twelve Concepts of Service in NA.
- B. In accordance with the 9th Tradition of Narcotics Anonymous, the URSC is directly responsible to those they serve and shall be respectful of the Guiding Documents in all its affairs and matters of business, keeping the interest of the Narcotics Anonymous fellowship in the Utah region and around the world ever at heart.
- C. The ASC will comply in all its actions with the following documents in order of priority as listed below

1. The Twelve Traditions
2. The Twelve Concepts
3. The current URSC Guidelines and passed motions.
4. Guide to Local Service and other NA approved handbooks.
5. The rules contained in the current edition of "Robert's Rules of Order," newly revised (loosely enforced at the discretion of the facilitator)

### **Article VI - Priorities/Projects**

Priorities: The committee shall implement a list of priorities for funds. These priorities will be reviewed at least once every two years.

Priorities are:

1. Bills (rent for regional meeting, P.O. box, website, storage shed)
2. 15% of all donations directly to NAWS.
3. 15% of all donations will be used to provide literature H&I efforts
4. 15% of all donations will be used for PR/PI efforts
5. RD and RDA travel expenses.
6. To assist in support of the RMZF, the Utah region will host the RMZF meeting on a rotational basis, and on that year, will cover meeting and other expenses. The region will also help support the RMZF website.
7. To pay for and maintain a storage unit for URSC, URCNA, and URICNA. The keys/combination to this storage unit will be held by the chairperson for URCNA, URICNA, and the facilitator for the URSC.
8. To maintain a regional website
9. To maintain a regional post office box:  
URNA  
P.O. box 1409,  
Salt Lake City, UT 84110
10. To host two annual regional conventions (URCNA and URICNA)

### **Article VII-Decision Making and Quorum**

- A) Voting members of the URSC are: RCM's, RCM Alternates (in the absence of RCM) official proxy representative as appointed by an Area.
- B) A quorum shall consist of one (1) more than half of ~~voting members present for a simple majority vote~~ **URNA Areas** in order to do business. Once the quorum is established business proceeds.
- C) All members of the URSC, ~~except facilitator, may make motions. Only RCM's, RCM Alternates, or proxy representatives may second motions.~~ **NA may present topics for discussion.**
- D) Decisions will be made by a consensus-based process, with the facilitator conducting the discussions until a consensus is reached. All decisions should be consistent with the 12 Traditions, these guidelines, and any special rules the Committee may adopt.
- E) Basic outline for consensus decision making
  1. ~~Motion~~ / Topic is introduced.

2. The facilitator opens the dialogue. Begin with the maker of the proposal / topic.
3. Clarifying questions are taken. This is when questions are asked to ensure that all participants understand the Motion/topic. This is not the time for general discussion
4. Facilitator asks for concerns or reservations (General Discussion). This is when modifications may be made to the proposal/topic in an effort to address expressed reservations or concerns.
5. Facilitator asks for Consensus, and RCMs vote to determine if a decision has been reached.
6. An abstention does not count in the total number of present voting members from whom a needed percentage is derived . If a situation occurs when there are more abstentions than the total of yes and no voted. The motion will then be returned to the floor for further deliberation and clarification.
7. In case of a tie vote, the facilitator breaks the tie.

### **Article VIII - Financial Management**

- A. Regional accounts will be hosted by America First Credit Union.
- B. Signers on bank account will be the RD, Treasurer, and Facilitator.
- C. The regional treasurer will facilitate all signing and releasing of account members
- D. America First “minute template” will be used for account changes for consistency and expedition, see in **Approved & Recognized Forms & Documents**
- E. Oncoming signator must have bank account documents signed within 30 days of election/affirmation.
- F. URSC changes by April, URCNA changes made by October, and URICNA changes by February.
- G. URSC prudent reserve will be \$500.00.
- H. URICNA prudent reserve will \$10,000.00
- I. URCNA prudent reserve will be \$4,500.00
- J. Conventions are self supporting. Any funds above subcommittee prudent reserve will be donated back to the regional general fund following the final audit. If the events operate at a deficit the committee will make up the difference through fundraising efforts.
- K. All moneys accumulated from area contributions and other NA sources shall be maintained in a bank account general fund with bookkeeping of individual committee funds, subject to disbursement by the regional treasurer for paying obligations.
- L. The RD and treasurer will be issued a debit card.
- M. Anyone handling NA funds will be responsible for reviewing the anti-theft policy at the end of these guidelines and fill out and sign the memorandum of financial responsibility see in **Approved & Recognized Forms & Documents.**
- N. All financial documents/Statements will be held in the URSC achieves.

### **Article IX - Financial Contracting**

- A. Three bids/proposals are ~~required~~ <sup>prefered</sup> for all contracted activities (i.e. hotels, catering, merchandise, etc.). ~~In the case where it's not practical to receive multiple bids, the committee must compare any bids to established budgets and/or prior year bids for similar activities.~~
- B. All literature materials supplied through the committee must be WSO approved or approval from the URSC must be acquired
- C. Prudent doesn't necessarily mean cheapest, a better fit for our events, as determined by the trusted servants of an event's subcommittee, is preferable beyond considering cost alone
- D. ~~May enter into multi-year contracts if it is in the best interest of the deciding body.~~

~~Multi year contracts are highly discouraged and have proven to be difficult to manage and ultimately have led to loss of funds.~~

#### **Article X- Audits**

An annual financial audit shall be performed on the URSC and its subcommittees. This audit should include an examination of receipts, bank statements, and bank balances. Committees can decide whether to have an internal or external audit performed, but the critical factor is that the audit be performed.

- A. Regional Audit will be completed by the April Region meeting and the following positions must be present: incoming and outgoing treasurer, an RCM, and Facilitator
- B. URCNA Audit will be completed by the October Region meeting and the following positions must be present: incoming and outgoing treasurer, an RCM, and Committee Chair
- C. URICNA Audit will be completed by the February Region meeting and the following positions must be present: incoming and outgoing treasurer, an RCM, and Committee Chair

#### **Article XI - URSC Assets**

- A. PO Box keys will be held by Regional Treasurer, Regional H&I person, a URCNA Representative and a URICNA representative, initial keys will be purchased by the regional body, if keys are lost replacement cost is covered by the subcommittee at fault.
- B. PO Box will be paid annually in August
- C. Storage Unit Keys/Combinations will be held by Regional Treasurer, a URCNA Representative and a URICNA representative
- D. Storage unit will be paid annually in February
- E. Contents of the storage unit will be inventoried on a semi-annual basis: inventory will be conducted for URICNA February and URCNA in August
- F. Inventory will be conducted by Previous and Current BST person, Current Sub-committee chair and Current regional Secretary
- G. Each Subcommittee can have items out of the storage unit for a total of 14 days surrounding event.
- H. A list of items will remain inside storage unit and in the URSC archives.

#### **Article XII - Participation**

- A. Elected RCM's from the Utah Region Areas of Narcotics Anonymous

- B. Elected Trusted Servants; Facilitator, Secretary, RD, RDA, Treasurer, Public Information, H&I, Outreach, Webmaster, Ad-Hoc, Convention Chairs.
- C. Any Member within the Utah Region is welcome to participate in discussion.

**Article XIII - Elections, Nominations and affirmation**

- A. Elections for All positions will happen on even years in December and will begin term of service in February of the following year.
- B. Positions up for elections will include Facilitator, Secretary, Treasurer, Webmaster, RD and RDA, H&I, PI and Outreach chairs.
- C. RD and RDA must present a service resume and nominations must go back to the areas, these positions will be voted on and affirmed as the first order of business at February's meeting following elections.
- D. URCNA Chair and URICNA Char, Vice Chair and Treasurer must be affirmed by simple majority of RCM's following their election.
- E. To avoid a conflict of interest, the following positions may not hold an RCM position during their term of service: RD, RDA, URCNA Chair, URICNA Chair, Treasurer and Facilitator.
- F. Only RCMs or official area representative may vote.
- G. The position will be determined in favor of the person with the most votes.

**Article XIV- Duties and Qualification of Members**

**Facilitator**

- A. Two year commitment
- B. Requires a minimum of three (3) years clean time
- C. Will sign a legal financial responsibility contract
- D. To serve on the Directors sub-committee and follow the duties as outlined in article XIV
- E. Sets the agenda, and facilitates the To be a co-signer of the URSC bank account
- F. Responsible for the setup and cleanup of the area meeting location
- G. Call "Special" URSC Meetings as necessary
- H. Appoint ad-hoc committees as needed
- I. Initiates ad-hoc for audits and inventories

**Treasurer**

- A. Two year commitment
- B. Requires a minimum of five (5) years clean time
- C. Will sign a legal financial responsibility contract
- D. To serve on the Directors sub-committee and follow the duties as outlined in article XIV
- E. Facilitates release and reassignment of all regional bank accounts: URSC, URCNA, and URICNA
- F. To be a co-signer of the URSC bank
- G. Checks Regional P.O. Box and brings contents to region for review and distribution

- H. Provides a written financial report, to include copies of all bank activity with the aid of the secretary at every URSC meeting.
- I. Acts as chair if chair is absent.
- J. Conducts the annual financial audit on the URSC and its subcommittees.

### **Secretary**

- A. Two year commitment
- B. Requires a minimum of three (3) years clean time
- C. Will sign a legal financial responsibility contract
- D. To serve on the Directors sub-committee and follow the duties as outlined in article XIV
- E. Takes minutes of all regional meetings, providing them to the participants within one (1) week. The minutes shall include the reports from all officers and subcommittees, financial report, as well as any action items will be dealt with at the meeting, all motions made.
- F. Is responsible for all regional correspondence and for maintaining the regional achieves.
- G. Maintains contact information for all members of the URSC.
- H. Maintains guidelines: updates in a timely manner.
- I. Participates in bi-annual storage unit inventory

### **RD**

- A. Two year commitment
- B. Requires a minimum of seven (7) years clean time
- C. Reports on progress at every regional meeting.
- D. Will sign a legal financial responsibility contract
- E. To serve on the Directors sub-committee and follow the duties as outlined in article XIV
- F. Serves as Chairperson in absence of the chair and the treasurer.
- G. Liaison between our region and the world body
- H. Keeps the region informed of projects and communication from the world service office.
- I. Facilitates the Conference Agenda Report (CAR) and Conference Agenda Tract (CAT) workshop throughout the region.
- J. Nominee must submit a written resume of NA experience to the URSC in writing at the October meeting. Specifically, so the resume is available at the following meeting in December when elections take place.
- K. Presents IDT workshops/discussion at a time and place requested by the area's
- L. Attends the World Service Conference as a fully active participant, acting on behalf of the collective conscience of the Utah Region as well as the best interests of NA as a whole.
- M. Serves as Rocky Mountain Forum delegate for Utah Region.
- N. Works closely to educate, train, and prepare the RDA for the World Service Conference and other matters relating to NAWS/RMZF
- O. A budget of estimated expenses must be presented to the URSC at least one region meeting before travel to be voted on by the RCM

## **RDA**

- A. Two year commitment
- B. Requires a minimum of five (5) years clean time
- C. Reports on progress at every regional meeting.
- D. Will sign a legal financial responsibility contract
- E. To serve on the Directors sub-committee and follow the duties as outlined in article XIV
- F. Works closely with the RD in order to learn how to fulfill the duties of that office if the RD is absent or unable to complete their term in office for any reason.
- G. With the RD, serves as Rocky Mountain Forum delegate.
- H. With the RD, holds CAR workshop for Utah Region as needed.

## **H&I**

- A. Two year commitment
- B. Requires a minimum of three (3) years clean time
- C. Reports on progress at every regional meeting.
- D. Will sign a legal financial responsibility contract
- E. Possesses regional PO Box key, checks for “Steps by mail” program correspondence.
- F. May coordinate inter area service.
- G. Provides appropriate H&I services to locations and related facilities outside of established Utah Areas and within non-functioning Areas of the Utah Region.
- H. Oversees the “Steps by mail” program
- I. Creates and maintains a list of facilities within regional boundaries with contact information, to be passed onto future position holders, copy kept in the archive with the help of the ursc secretary.
- J. To maintain at minimum, quarterly contact with each area’s H&I subcommittees. The purpose of this contact is to help facilitate discussion between the areas pertaining to problem/solution issues.

## **Public Information**

- A. Two year commitment
- B. Requires a minimum of three (3) years clean time
- C. Reports on progress at every regional meeting.
- D. Will sign a legal financial responsibility contract
- E. Respond to inquiries or requests received from outlying areas or areas without an area PI committee
- F. To maintain at minimum, quarterly contact with each area’s PI subcommittees. The purpose of this contact is to help facilitate discussion between the areas pertaining to problem/solution issues
- G. Facilitate Statewide PSAs (radio, busses, billboards, TV) at the request of the areas or as funds are available.

- H. Presentations at statewide agencies (Department of Substance Abuse and Mental Health, Police Academy, Teacher Association, Statewide Coalitions (Sexual Assault, Domestic Violence, Suicide))

### **Outreach**

- A. Two year commitment
- B. Requires a minimum of three (3) years clean time
- C. Reports on progress at every regional meeting.
- D. Will sign a legal financial responsibility contract
- E. Travel to meetings in isolated areas to give support
- F. Shall be the link for outlying or isolated groups that are not represented by a service body.
- G. Provide NA approved literature to outlying or isolated groups to help further our primary purpose.
- H. To maintain at minimum, quarterly contact with each area's Outreach subcommittees. The purpose of this contact is to help facilitate discussion between the areas pertaining to problem/solution issues

### **Webmaster**

- A. Two year commitment
- B. Requires a minimum of three (3) years clean time
- C. Reports on progress at every regional meeting.
- D. Will ensure the safekeeping of all relevant username, passwords and access information and provide a copy to the URSC Secretary
- E. Responsible for maintaining and updating the URSC website ([www.nautah.org](http://www.nautah.org))
- F. Notifies the URSC when the web site (domain name and hosting) needs to be renewed.
- G. Responsive to the requests from the areas and regional committees as to changes in website content.
- H. To maintain at minimum, quarterly contact with each area's Webmaster. The purpose of this contact is to help facilitate discussion between the areas pertaining to problem/solution issues
- I. May also suggest improvements (chat lines, message boards, format changes. . .) for consideration by the region.
- J. Will ensure that all documents posted to the website are NA related only

### **Convention Committee Chairs (URICNA & URCNA)**

- A. One year commitment
- B. Requires a minimum of three (3) years clean time
- C. Reports on progress at every regional meeting.
- D. Possesses P.O box key and combination/key to storage unit
- E. Will sign a legal financial responsibility contract
- F. Obtains signed memorandum of financial responsibility contract from all it's committee members and includes them in the regional minutes as record.



- G. Submits to region a convention budget for review and approval the cycle following affirmation
- H. The Chairperson and Treasurer must be confirmed by the URSC at the meeting following their respective elections.
- I. Participate in storage unit inventory
- J. Participate in Audit

### **AD HOC**

- A. Appointed by facilitator
- B. Reports on progress at every regional meeting.
- C. No specific time commitment outlined, committee will dissolve once the function is complete
- D. Will sign a legal financial responsibility contract

### **DIRECTORS COMMITTEE**

#### **STANDING ORDER OF THIS BODY:**

There will be at least 3 directors at all times with up to 5. Will follow the corporation maintenance duties as follows:

1. To have the registered agent file the annual report/renewal each year for the corporation and the DBA's listing the new directors and change the registered agent as required.
2. If in the middle of the corporate year (this is the 12 month period based on when articles are filed or DBA's applied for) this body directs the registered agent to change the current director(s) or officers(s) for whatever reason (i.e. new committee members, removed, resign, relocate, etc.) or have the registered agent changed to a different individual. This can also happen by one of the current directors.
  - A. Is a current member of the executive committee (Facilitator, Secretary, Treasurer, Regional Delegate and Regional Delegate Alternate).
  - B. Has read, understands the duties, willingness to ensure that responsibilities of this committee will be completed.
  - C. Any member of the Utah fellowship that the URSC RCM's feels would be needed to ensure that the responsibilities/duties of the directors committee would accomplished. Term set by the RCM's, however not to exceed 1 year without reaffirmation.
  - D. Willingness to attend all URSC regular meetings. Duties as per trusted servant:
    - a. Regional Delegate – Will serve as the registered agent and insure that all filings for the corporation are done as required and will report each cycle on this item. This will be changes to the current directors as the trusted servants fulfill their terms. Will ensure that the forthcoming RD is fully mentored in the process of annual filings and mid-year changes as the URSC directs. Will be available to train a new RD after their term is expired, this is not only accepted, is part of accepting a nomination to serve as the Utah RD.
    - b. Alternate Regional Delegate – Will help the RD and learn the process to ensure that when the current RD fulfills the term of service they are ready to serve as the registered agent when they become the RD.

- c. Facilitator – Will hold in safe keeping any passwords or required information for access to the corporation filing database (internet access) to the Division of Corporation. They will have an agenda item each regular URSC meeting a report of corporate standing (even on a no report/nothing to report meeting)
- d. Treasurer – Will ensure that the annual budget includes the renewal fees and ensure that the committee is made aware as expenditures happen.
- e. Secretary – Will assist in anyway capable as requested by the URSC body.

### **Article XV - Removal of Officer**

Trusted Servants may be removed from office for any of the following reasons:

- A. Relapse
- B. Two or more unexcused in a row without alternate representation or report
- C. Neglect of duties
- D. Disregard for Group Conscience
- E. Disrespect for the Guiding Documents
- F. Misuse of funds
- G. Falsification of financial reports

### **Article XVI- Amendment of Guidelines**

All motions that make or change guidelines shall be sent back to the Areas and requires a two thirds (2/3) majority of quorum vote to pass.

### **Article XVII- Theft Policy**

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. All of these things happen because NA communities and members utilize responsible accounting practices, and carefully selected trusted servants who believe in honesty, and have experience in handling money.

#### **Theft: Safeguarding funds**

Theft can most easily be avoided by consistently and diligently following responsible financial principles. Most theft of fellowship funds occur when precautionary measures are not in place, or are in place, but are not followed. The very best safeguard against theft is to remove the opportunity to steal.

#### **Selecting trusted servants**

Our Fourth Concept tells us "Leadership qualities should be carefully considered when selecting trusted servants." These qualities include honesty, integrity, maturity, and stability, both in recovery and in personal finances.

Substantial clean time and financial stability should be required for positions where money is handled. Clean time requirements should not be waived for these positions, and questions regarding financial stability should be asked when candidates are nominated.

#### **When safeguards fail**

If we develop and follow sensible financial procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear a substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

### **When Theft Does Occur**

When theft does occur, regardless of procedures and policies, our initial reactions may range from denial to anger or outrage. However, we don't want our initial emotional reaction to dictate the outcome of the situation.

**Step 1:** An ad-hoc committee will be appointed by the Chairperson within 5 days consisting only of executive committee members to thoroughly review all books and financial records, to make sure the funds were actually misappropriated. Can it be definitely be determined how much, by whom and what failing in the accounting procedures and safeguards allowed this to happen?

**Step 2:** Once they have verified that funds were indeed misused, and have determined who is responsible, the ad-hoc chair will go to them and ask their side of the situation. An ad-hoc committee meeting will be called with the involved person(s) being invited to attend. Their story may reveal that the loss of funds is the result of a misunderstanding, accident or ignorance, rather than an actual intent to steal.

**Step 3:** The agenda of the committee meeting must include a break period after all sides have been heard to allow all in attendance to get in touch with their Higher Power and focus on spiritual principles, before coming back to determine the best course of action.

**Step 4:** Courteously encourage the member to make amends, which can then provide healing for all, involved. If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement will be developed. Such an agreement must include regular payments at any interval acceptable to all involved, though it is best to not drag out the process unnecessarily. The agreement must specify regular weekly or monthly payments until the full amount is repaid.

The agreement will be in the form of a legally binding contract, signed and witnessed (utilizing legal advice if necessary) it will also contain remedies if payments are defaulted on. Utah law requires a minimum 30-day grace period, before further action can be taken. The ad-hoc committee may also choose to supply "friendly and courteous" reminder letters on a regular basis.

**Step 5:** A report about the situation shall be given by the ad-hoc chairperson at all regular URSC meetings until the agreement is satisfied. The reports will not contain any names in order

to maintain personal anonymity. (All information about the individual(s) involved will be kept in strict confidence of the ad-hoc committee.

**Step 6:** Again, balancing spirituality with responsibility, the individual involved will be removed from their service position and not considered for another position involving money until they have dealt with the issue through the process of the steps. (The only way to determine this is through the principle of trust. We may however require a letter of reference from the individuals sponsor.)

Options: If the individual is unwilling to meet with the committee, use registered mail to send a letter explaining that an audit of financial records has been performed; facts show the individual is responsible for the missing money; repayment is expected, along with a suggested repayment schedule. Schedule will include realistic payment intervals and consequences stated if the individual does not respond to the letter. A copy of the letter will be kept for further legal action, if necessary. If the individual agrees to a repayment schedule all collections will be kept within the ad-hoc committee and included in the reports to the URSC committee. Prior to involving an outside collection source the URSC must give their approval.

If the individual refuses to repay the money, agrees to a plan but does not follow through with the agreement or if the person has disappeared, it is appropriate to take further legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. The decision to prosecute must be made by the URSC it is strongly recommend that this decision be thoroughly explored before going ahead.

### **Afterwards; resolution and recovery**

Even if a successful resolution is reached, many of us will be angry and hurt, and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery.

As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery; utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs. At the same time, in the future, positions should not be offered to individuals who have not made appropriate amends.

----- **End of Guidelines** -----

# **Approved & Recognized Forms & Documents**



# Utah Region of Narcotics Anonymous

~~MOTION #~~  
Topic #

## ~~Motion Form~~ Topic

<b>DATE:</b>				
<del>MOTION #</del> Topic <b>MAKER:</b>				
<b>SECONDED:</b>				
<del>Motion:</del> Topic:				
<b>Intent:</b>				
<b>Guideline Change:</b>	_____ Yes _____ No			
<b>Financial Impact \$</b>	_____			
<b>VOTE:</b>	<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED	<input type="checkbox"/> TABLED	<input type="checkbox"/> AMENDED
<b>Amendment:</b>				
<b>Other:</b>				



## MEMORANDUM OF FINANCIAL RESPONSIBILITY

I, \_\_\_\_\_ , a trusted servant of the fellowship of the Utah Region of Narcotics Anonymous (NA) agree to use properly and keep safe any money or other assets entrusted to me by the Fellowship of NA.

I agree to avoid mixing Fellowship/Committee money with my own money or the money of anyone else. I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.

I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty, that I will accept full responsibility for their replacement. I also agree that I will be responsible for any and all legal fees and/or court costs (to recover funds).

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. While in service at any time or if I am removed from service, I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property.

I have agreed to follow and adhere to the URSC Anti-theft Policy as outlined on the policy.

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

Signature : \_\_\_\_\_ ( Trusted Servant)

Printed Name: \_\_\_\_\_

**OFFICER URSC:**

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

Witness by: \_\_\_\_\_

Position: \_\_\_\_\_

This document was created to implement the URSC Anti-Theft Policy.

The URSC has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents are available on request.

The agreement shall be held in the URSC Archives.



## URSC Art, Audio and Photo Release Form

I grant to Utah Region Service Committee (URSC) including, but not limited to Utah Regional Indoor Convention of Narcotics Anonymous (URICNA) and Utah Region Campvention of Narcotics Anonymous (URCNA), the right to use, reproduce, and/or publish photographs and/or video or audio that may pertain to me — including my image, likeness and/or voice without compensation. This authorization is continuous and may only be withdrawn by my specific rescission of this authorization. Consequently, URSC/URICNA/URCNA may publish materials, art work, or use my name, photograph, and/or make reference to me in any manner that URSC/URICNA/URCNA deems appropriate in order to publicize service opportunities and all media, without limitation, and for exhibition, distribution, promotion, advertising, sale, press conferences, meetings, conferences and in brochures and other print media. This permission extends to all languages, media, formats and markets now known or hereafter devised. I understand that this material may also appear on the Narcotics Anonymous of Southern Utah website.

I have read, understand, and agree to the above:

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

Signature : \_\_\_\_\_

Printed Name: \_\_\_\_\_

The agreement shall be held in the URSC Archives.





# URSC Meeting Agenda

<u>Date</u> _____
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**Opening Prayer.**

**Read Twelve Traditions**

**Read Twelve Concepts**

**Roll Call --- Establish Quorum (one (1) more than half of voting members)**

## **Executive Body Reports**

**Facilitator**

**Secretary**

**Treasurer**

**Alt Treasurer**

## **Subcommittee Reports**

**RD**

**RDA**

**Web**

**PI**

**Outreach**

**HI**

**URICNA**

**URCNA**

## **Area Reports**

**Central**

**High Uinta**

**Lakeside**

**Northern**

**Sasquatch**

**UWANA**

**Break**

**Open Forum**

**Old Business**

**Elections of New Officers**

**New Business**

**Plans for next meeting are discussed**

**Closing Prayer**



**Utah Region Committee of Narcotics Anonymous (Full Name of Committee)**

**Date:** \_\_\_\_\_

**We discussed Utah Region \_\_\_\_\_ Committee of Narcotics Anonymous bank account with America First Credit Union in our meeting this month. We are requesting to remove \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and to add \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ to Utah Region \_\_\_\_\_ Committee of Narcotics Anonymous account. Account**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Thank you,**

**Chair of Utah Region Campvention Committee of NA 36**

**Name, Position**

**Email**

**Phone number**

A copy shall be held in the URSC Archives.



# URSC Storage Unit Inventory

Date	Item	Quantity	Where Used	Initials	Returned

A copy shall be held in the URSC Archives.