

**MILWAUKEE COUNTY/WAUKESHA COUNTY
AREA SERVICES GUIDELINES
UPDATED FEBRUARY 2017**

PURPOSE OF THE MWCAS SERVICE STRUCTURE

We may create service boards or committees directly responsible to those they serve.

— **Tradition 9**

To fulfill our fellowships primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.

— **Concept 1**

MWCAS Area Services was formed to provide services to the groups and the community which individual groups cannot provide themselves without distracting from their primary purpose — carrying the message of NA by holding regular recovery meetings. Working together through the service structure, the groups ensure that NA is known as a viable source of recovery from addiction throughout the community.

The final responsibility and authority for NA services rest with the NA groups.

— **Concept 2**

The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

— **Concept 3**

The MWCAS is guided by the groups from which it is composed, and the groups have the authority to delegate tasks to the MWCAS but also have the responsibility to provide the resources needed to carry out such tasks.

WHAT ARE GUIDELINES?

Guidelines are the means by which we carry out the spiritual principles of the 9th Tradition. They are not etched in stone but are, instead, a living document outlining the processes used to achieve the goals of the local fellowship. The policies and procedures they include provide for consistency in our service efforts and help to ensure accountability, and they must be reviewed regularly as the needs of the service body and local fellowship evolve.

Contents:

ARTICLE ONE: NAME AND NATURE

1.01 This body is known as the Milwaukee/Waukesha County Area Services (MWCAS).

1.02 The MWCAS provides services on behalf of Narcotics Anonymous groups.

1.03 The MWCAS maintains a mailing address and bank account in keeping with the Financial Guidelines.

1.04 This body adheres to the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service and is guided by the spiritual principles we learn to live by in NA.

ARTICLE TWO: PURPOSE

2.01 The purpose of the MWCAS is to be supportive of its groups and their primary purpose by linking them together, providing services on behalf of the groups, by carrying the MWCAS conscience to the Wisconsin Regional Service Conference, and encouraging the growth of the fellowship.

ARTICLE THREE: MWCAS MEETINGS

3.01 MWCAS meetings take place on the second Sunday of each month at 3 p.m.

3.02 On even months, the MWCAS Local Service Conference (LSC) will meet to discuss committee and service delivery business. The attendance of GSRs is needed to carry their groups' consciences and to represent them in discussions and in making decisions for the service body.

3.03 On odd months, the MWCAS Group Support Forum (GSF) will meet to discuss issues related to the groups and perform fellowship development functions. The attendance of GSRs is needed to participate in these discussions and to share their experience, strength, and hope.

3.04 During either month, new business directly related to the welfare of the groups will be dealt with on a priority basis.

3.05 The MWCAS has adopted a Consensus Based Decision-Making process to discuss and reach decisions on all matters brought before the LSC or GSF.

3.06 Once a year, there will be a planning session in which groups identify needs and set priorities for the coming year. All MWCAS trusted servants are expected to attend, and all local members are encouraged to bring ideas and concerns to the discussion.

ARTICLE FOUR: PARTICIPANTS

4.01 Group Service Representatives (GSRs) chosen by groups form the voting body of the LSC and GSF.

4.02 In the event of a GSR's absence, a group may send an alternate GSR to vote and participate.

4.03 Trusted servants belonging to the Local Service Board (see Article 5) may participate in the discussion and disposition of LSC business but all voting is left to the GSRs.

4.04 In the interest of hearing all points of view, other members of Narcotics Anonymous may be recognized by the Facilitator during LSC discussions.

4.05 Anyone present at the GSF may be recognized by the person chosen to facilitate the meeting.

ARTICLE FIVE: LOCAL SERVICE BOARD

5.01 The trusted servants of the Local Service Board include a Facilitator, Vice-Facilitator, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer, Regional Committee Member (RCM) and RCM-Alternate (RCMA), committee coordinators, work group coordinators and all other representatives.

5.02 The trusted servants of the Local Service Board are elected by the GSRs at the LSC.

5.03 No trusted servant may serve for more than two consecutive terms in the same position.

5.04 It's recommended that all trusted servants meet the following qualifications:

1. The willingness and desire to serve.
2. An understanding of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service.
3. The time and resources to be an active participant for a full 13-month term.
4. The willingness to provide reports to the LSB and LSC as needed.

SECTION 1: LOCAL SERVICE BOARD MEMBERS

5.05 The further qualifications, duties and responsibilities of members of the LSB are as follows:

1. Facilitator

- a. A minimum of 3 years of continuous clean time.
- b. A minimum of 2 years of LSC (or ASC) service experience.
- c. Understanding of MWCAS procedures, including consensus-based decision making.
- d. The ability to facilitate and maintain order in a firm yet fair manner.
- e. Presides over all meetings of the MWCAS.
- f. Recognizes participants or observers who are entitled to the floor.
- g. Decides questions of order unless it's preferable to straw poll the GSRs.
- h. Responds to inquiries pertaining to MWCAS procedure and committee business.
- i. Facilitates LSC meetings with fairness and impartiality.
- j. Appoints all LSC work groups.
- k. Compiles an agenda prior to each LSC.
- l. Serves as a signer on the MWCAS bank account.
- m. Is responsible for understanding and following the MWCAS Financial Guidelines.

2. Vice-Facilitator

- a. A minimum of 2 years of continuous clean time.
- b. A minimum of 1 year of LSC (or ASC) service experience.
- c. The willingness to learn the MWCAS Guidelines.
- d. Advises the LSC and its committees in matters concerning MWCAS guidelines.
- e. Performs all duties and responsibilities of the Facilitator in the Facilitator's absence.
- f. Performs the duties of the Treasurer or Secretary in their absence.
- g. May coordinate vital committee functioning in the absence of their coordinator.
- h. Serves as a signer on the MWCAS bank account.
- i. Is responsible for understanding and following the MWCAS Financial Guidelines.

3. Area Secretary & Vice-Secretary

- a. A minimum of 1 year of continuous clean time.
- b. Takes notes of proceedings and types them up. Access to a computer/e-mail is required.
- c. Keep written records of all LSC and GSF proceedings and attendance.
- d. Maintains a list of email addresses and phone numbers for all GSRs and trusted servants.
- e. Compiles and email out the minutes of the LSC and GSF meetings each month.
- f. Is responsible for understanding and following the MWCAS Financial Guidelines.

4. Treasurer

- a. A minimum of 4 years of continuous clean time.
- b. A minimum of 3 years of NA service experience.
- c. The ability to balance an account and keep accurate records.
- d. Personal financial stability is required.
- e. Serves as the custodian of all MWCAS funds.
- f. Serves as a signer on the MWCAS bank account.
- g. Keeps accurate records of all transactions.
- h. Submits a monthly written report to the LSC Facilitator and Secretary that includes basic financial information.
- i. Collects and deposits all funds into the MWCAS bank account within five days of receipt.

- j. Prepares an annual financial report on spending to aid in the yearly budgeting process.
- k. Is responsible for understanding and following the MWCAS Financial Guidelines.

5. Vice-Treasurer

- a. A minimum of 3 years of continuous clean time.
- b. A minimum of 2 years of NA service experience.
- c. Personal financial stability is required.
- d. Assists with the duties of the Treasurer.
- e. During the absence of the Treasurer, performs all duties of the office.
- f. Serves as a signer on the MWCAS bank account.
- g. Is responsible for understanding and following the MWCAS Financial Guidelines.
- h. Must also have the ability to balance an account and keep accurate records.
- i. Is responsible for understanding and following the MWCAS Financial Guidelines.

6. Regional Committee Member (RCM)

- a. A minimum of 3 years of continuous clean time.
- b. A minimum of 2 years of NA service experience.
- c. The ability to travel and attend the Regional Service Conference held every two months.
- d. Strives to express the group conscience of the MWCAS LSC.
- e. Represents this body at Region meetings and presents reports on Region at the LSC.
- f. Attends MWCAS meetings.
- g. In cooperation with the Wisconsin Regional Delegate/Regional Delegate-Alternate (RD/RDA), produces and presents a schedule for CAR (Conference Agenda Report) workshops for the GSRs.
- h. Provides to the LSC minutes from the Regional Service Conference.
- i. Performs all duties and responsibilities of the Facilitator in the absence of both the Facilitator and the Vice-Facilitator.
- j. Is responsible for understanding and following the MWCAS Financial Guidelines.

7. Regional Committee Member Alternate (RCMA)

- a. A minimum of 2 years of continuous clean time.
- b. A minimum of 1 year of NA service experience.
- c. Works closely with the RCM, learning the duties and responsibilities of that position.
- d. Assists in the coordination of CAR workshops.
- e. Act as the RCM at the Regional Service Conference or LSC in his or her absence.
- f. Is responsible for understanding and following the MWCAS Financial Guidelines.

8. Committee Coordinator

- a. A minimum of 2 years of continuous clean time.
- b. A minimum of 1 year of NA service experience.
- c. Previous committee involvement is a plus.
- d. See the guidelines of the committee for additional requirements.
- e. Is responsible for understanding and following the MWCAS Financial Guidelines.

9. Committee Trusted Servant (other than coordinator)

- a. A minimum of 1 year of continuous clean time.
- b. A minimum of six months of NA service experience.
- c. Committees may adopt guidelines that override a. and b.

ARTICLE SIX: GROUP SUPPORT FORUM

- 6.01 The Group Support Forum (GSF) meets on odd-numbered months and provides an opportunity for GSRs and other group representatives to discuss their needs, concerns, and experiences, and to hold workshops on topics that they choose themselves.
- 6.02 The GSF emphasizes creating an informal and accessible atmosphere where groups can engage in fellowship development.
- 6.03 A facilitator for the GSF may be elected to serve either a specified term or on a single-meeting basis. Anyone serving as a GSR or GSR-alternate may cast a vote.
- 6.04 The GSF may conduct regular planning or brainstorming sessions to come up with ideas for future workshops.
- 6.05 Consensus-Based Decision Making is the basis for all official decision-making within the GSF.
- 6.06 The GSF may refer issues or recommendations to the LSC.
- 6.07 Urgent service matters that directly relate to the welfare of the groups or the MWCAS service structure may be discussed and voted on within the GSF, although the LSC remains, in most cases, the most appropriate venue for coordinating service delivery.

ARTICLE SEVEN: CONSENSUS BASED DECISION MAKING

For our group conscience there is but one ultimate authority – a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.

— **Tradition 2**

Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

— **Concept 6**

All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making process.

— **Concept 7**

- 7.01 All decisions made during any meeting of the LSC and GSF will be taken through a process of Consensus Based Decision Making, which proceeds as follows:
 - 1. A proposal is taken from the floor.
 - 2. All members of the body engage in a full discussion of the issue.
 - 3. Once discussion is exhausted, the facilitator asks if anyone objects to the proposal.
 - 4. If so, the person states his or her objection.
 - 5. Another round of discussion may be held in light of the objection.
 - 6. The facilitator may either hold a straw poll at this point or table the proposal.
 - 7. If 80 percent or more of the body supports the proposal, the facilitator may declare it as having passed.
 - 8. If the facilitator believes that important objections have been raised regarding our Traditions, Concepts or spiritual principles, the matter may be tabled and brought up again later, for further discussion.
- 7.02 Straw polls are conducted by a show of hands.

ARTICLE EIGHT: ELECTIONS

- 8.01 Nominations are open to all members of NA as long as they meet the qualifications for the position.
- 8.02 Candidates who wish to be considered for a position must either (A) be present at the time of their election or (B) submit a letter of interest and a service resume in either written or email form to at least one of the following – Facilitator, Vice-facilitator, Secretary, Vice-secretary. In the case that a candidate is present and another is absent, elections will not be postponed until the absent candidate is available to be interviewed.
- 8.03 The terms of all trusted servants are thirteen (13) months so that adjoining terms overlap for one meeting. On the weekend that the terms overlap, the outgoing trusted servant holds all duties and responsibilities of the position so as to train the newly elected servant.
- 8.04 When elections are held for a new RCM, the RCMA is given priority consideration by a vote of acclimation. If a 2/3 majority of GSR's present is not achieved, the position is opened to the floor for further nominations.
- 8.05 In elections, all votes are cast by hand or ballot unless a vote of acclimation is passed by a 2/3 majority of GSRs present. Voting by ballot is used when there are multiple nominees for the same position.
- 8.06 All elections are decided by a simple majority of voting participants.
- 8.07 If there are more than two nominees for the same position with no clear majority vote, the two nominees receiving the most votes move on to a secondary/runoff vote.
- 8.08 In the event of a tie, nominations will be held open until the next meeting of the LSC or GSF.
- 8.09 The schedule for elections is as follows, with nominations taken the month before:
JUNE: Facilitator, Vice-Facilitator, RCM, RCMA, Public Relations, Outreach, Vice-Secretary and Vice-Treasurer
DECEMBER: Treasurer, Secretary, Hospitals & Institutions, Activities and Literature
- 8.10 Committee positions are elected by the committees themselves.

ARTICLE NINE: REMOVAL OF TRUSTED SERVANTS

- 9.01 The LSC or GSF may declare vacant any position in which the trusted servant has been found:
1. Absent for two or more consecutive meetings of the LSC or GSF.
 2. Unfit as determined by the LSC or GSF as a whole.
- 9.02 The LSC may declare vacant the office of any committee coordinator who has been absent for two or more meetings of the committee for which he or she has been elected to serve.
- 9.03 A 2/3 majority of GSRs present is required for the removal of any LSC or GSF trusted servant.
- 9.04 The willful use of any drug while serving as a LSB or GSF trusted servant constitutes an automatic resignation from that service position.

ARTICLE TEN: COMMITTEE FUNCTIONING

- 10.01 Committees are responsible for completing specific goals assigned to them by the LSC.
- 10.02 Major decisions and matters of group conscience concerning committee activities are the responsibility of the LSC as a whole.
- 10.03 Each committee is autonomous but is directly responsible to the LSC.
- 10.04 Each committee may develop its own guidelines as to its purpose, procedures, and policies.
- 10.05 Each committee oversees the spending and allocation of its own budget.
- 10.06 All committee activities are conducted in accordance with the 12 Steps, 12 Traditions and 12 Concepts of NA.
- 10.07 When holding events, a record should be kept of all expenses and revenue.

10.08 A committee is encouraged to elect a secretary who is responsible for recording minutes of meetings and later distributing them to the members of the committee.

SECTION 1: STANDING COMMITTEES

10.09 The standing committees of the LSC are as follows:

A. Activities Committee

1. The purpose of the Activities Committee is to enhance the culture of the fellowship by planning NA functions which carry the message of recovery, show that fun can be had in recovery, inform and/or improve communication among the membership, and, in the process, generate funds to further achieve our primary purpose.
2. The Activities Committee consists of an **Activities Coordinator** and any interested members.
3. The Activities Committee sponsors a minimum of four local functions per year with function prices set according to operating cost.
4. This committee is responsible for the creation and distribution of flyers announcing events and submitting them to the MWCAS and Region websites.
5. The GSRs must first approve any purchases of merchandise made by the committee.
6. The Activities Coordinator is responsible for understanding and following the Financial Guidelines.

B. Hospitals and Institutions

1. The H&I Committee operates with the following goal: "To ensure that no addict in a hospital or institution, seeking recovery, need die without having a chance to find a better way of life."
2. This committee contains the follow positions:
 - a. **H&I Coordinator** (2 years clean, 6 months of LSC service experience). H&I experience is preferred. Coordinates all activities of the committee and reports to the LSC. Is knowledgeable on the contents of the NA H&I Handbook. Mediates all meetings with fairness. Serves a full 13-month term. Is responsible for understanding and following the MWCAS Financial Guidelines.
 - b. **H&I Services Coordinator** (1 year clean, 6 months of LSC service experience). Keeps track of the various H&I related services being provided in Milwaukee and Waukesha counties and facilitates communication with the members who are involved. Performs the duties of the coordinator in his or her absence.
3. The H&I committee supplies literature and other materials necessary to better carry the NA message to addicts who still suffer in our area.
4. This committee is responsible for compiling, maintaining and updating lists of all institutions in the area where a suffering addict might be found. These include hospitals, treatment facilities, detoxification facilities, correctional facilities, armed services and related facilities, and drug diversionary or criminal diversionary programs (such as TMASC, DWI schools and IDP).
5. H&I maintains regular contact with key institutions (such as the House of Corrections) and continually updates the committee's information on contact information, opportunities to serve, eligibility criteria, the application process, and upcoming orientation dates.

6. Fully prepares members for this unique type of service work by providing training based on the NA H&I Handbook.
7. This committee may arrange for forums and/or start meetings. Since many meetings held in institutions cannot function within our Traditions, such meetings may operate under the guidelines of the H&I committee.

C. Public Relations

1. PR's primary purpose is to carry the message to the addict who still suffers by informing the public that Narcotics Anonymous exists, of where and how NA meetings can be found, and that NA is a proven program of recovery from the disease of addiction. The committee serves, essentially, as the liaison between NA and society as a whole.
2. The committee responds to requests for information, is responsible for developing and implementing area public relations projects, and cooperates with neighboring areas in joint public relations efforts.
3. All of the committee's efforts must be carried out in accordance with the 12 Traditions and 12 Concepts of NA Service.
4. Here are some examples of possible PR projects:
 - a. Making contact with, and working to maintain relationships with, professionals and other members of the public so that NA is easier to find in the community.
 - b. Mailing campaigns that provide information and establish lines of communication between the local fellowship and various agencies, organizations, and facilities.
 - c. Arranging for print advertising, radio spots or other public service announcements.
 - d. Fielding requests from members of the press for information or interviews.
 - e. Providing a presentation to a facility or organization that has requested one.
 - f. Staffing a table at events where information about NA may be useful.
5. The PR committee is responsible for developing policies and best practices for such efforts as the local phone line, website, the handling of PR communications, and the publication of timely meeting information.
6. This committee maintains a stock of NA literature and supplies to use in its efforts.
7. PR contains the follow positions:
 - a. **PR Coordinator** (2 years clean, 6 months of LSC service experience). Arranges an agenda and presides over regular meetings of the PR committee. Reports to the LSC on PR activities and oversees the committee's various work groups. Delegates work to other PR trusted servants as needed. Is responsible for understanding and following the MWCAS Financial Guidelines.
 - b. **Meeting Information Coordinator** (1 year clean, 6 months of LSC service experience). Updates the following sources each time new information is received about a meeting: (1) Printed meeting lists (2) Milwaukee website (3) Wisconsin Region website (4) NAWS website and (5) Milwaukee phone line. This person uses a Change Log to track and share meeting information changes. New groups should be encouraged to add their meetings to *na.org*, otherwise the coordinator can do so for them. Meetings on the phone line are recorded by the day of the week, so all of the meetings on a day affected by a change must be re-recorded when a change is received.
 - c. **Outreach Coordinator** (2 years clean, 1 year of LSC service experience). Is responsible for working with the Fellowship Development Workgroup (see below) and the rest of the PR committee to facilitate communication between groups and the MWCAS

Service Structure. This person is encouraged to take others along when visiting groups, when needed, though efforts should be carried out with a helpful and considerate attitude, mindful of the autonomy of the groups. A working understanding of the 12 Traditions is important. Is responsible for understanding and following the MWCAS Financial Guidelines.

8. PR also contains the following work groups:

a. **Web Work Group.** Carries out our primary purpose on *namilwaukee.org* by providing meeting, event, service, and other NA-related information. Updates information promptly (particularly meeting information) and requests needed information. Ensures that contact forms are kept up-to-date with the email addresses of newly elected trusted servants at the MWCAS.

b. **Phone Line Work Group.** Maintains a toll-free number from which potential members and the public can get information about the local NA fellowship. Besides a voice-recorded version of the meeting list, there is an option to leave a message, and this work group is responsible for training and coordinating a list of responders. **Phone Line Responders** must have the free time needed to respond to calls (and need to inform the work group about illnesses or other times when they are not available to serve). Continuous access to phone and email is required.

c. **Fellowship Development Work Group.** Provides workshops and other tools intended to strengthen groups and the local fellowship. This may include social gatherings, learning days, or other events that foster a sense of unity. A point person may be elected to lead this work group, which should keep the LSC up-to-date on its activities. The Fellowship Development Work Group may also be called upon to carry out various goals or address certain issues identified during the LSC's annual planning.

9. Efforts are made to hold regularly scheduled PR committee meetings that are accessible to all groups and members.

10. The main source of PR funding is the MWCAS general fund, and monies from the PR budget are, in most cases, distributed to the PR Coordinator only.

D. Literature

1. Literature's purpose is to carry the message of recovery in written form and to provide literature sales before every LSC and GSF.
2. Carrying out these responsibilities requires the Literature Coordinator to take a monthly inventory of stock and order new literature from Region.
3. The Literature Coordinator works closely with the area Treasurer to maintain accurate and timely billing.
4. As the Literature Coordinator is responsible for handling large sums of cash before each LSC and GSF, care should be taken to elect candidates who are financially trustworthy.
5. All monies received for literature at the MWCAS are turned over to the Area Treasurer before the end of each LSC or GSF. Receipts for these monies are kept by the Literature Coordinator and made available for inspection upon request.
6. On the day of the LSC/GSF, group and individual sales must always come first. Committee coordinators are encouraged to place large orders with the Literature Coordinator a month in advance.
7. There are no sales of literature outside of the LSC/GSF.

8. Literature contains the following positions:
 - a. **Literature Coordinator** (2 years clean, 1 year of NA service experience). This person facilitates sales, orders, and paying bills for literature. Transportation and the ability to move heavy boxes and calculate simple math are recommended. Is responsible for understanding and following the MWCAS Financial Guidelines.

ARTICLE ELEVEN: ADMINISTRATIVE COMMITTEE

- 11.01 The administrative committee consists of the Facilitator, Vice-Facilitator, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer, RCM, RCMA, and committee coordinators.
- 11.02 This committee is responsible for maintaining the guidelines and revising them at the beginning of each year.
- 11.03 The purpose of the committee is to meet an hour and a half before the regular LSC and GSF meetings to discuss planning and coordination of service efforts and other logistical issues.
- 11.04 All members of the committee are expected to provide monthly written reports to the Secretary.
- 11.05 Attendance at the committee is an important part of service within the LSC.
- 11.06 Members of the committee are also expected to maintain regular access to email throughout the month in order to participate in further discussions and coordinate services.

ARTICLE TWELVE: FINANCIAL GUIDELINES

SECTION 1: ACCOUNTABILITY

- 12.01 All funds are combined into one bank account and managed in keeping with Concept 11: "NA funds are to be used to further our primary purpose and must be managed responsibly."
- 12.02 The Treasurer, Vice-Treasurer, Area Facilitator, and Vice-Facilitator are designated as co-signers on the MWCAS bank account – if they meet the clean time requirements of their positions.
- 12.03 Checks drawn on the bank account require two signatures for any and all transactions.
- 12.04 No two signers on the bank account may reside in the same household.
- 12.05 No signer may sign a check made out to him- or herself.
- 12.06 Every month at the Administrative Committee meeting, the Treasurer will provide a copy of the bank statement and a reconciliation report for the Facilitator's review, or, in his or her absence, the Vice-Facilitator's. The Treasurer will also email, when requested, the Excel workbook he uses.
- 12.07 Every year in December (or upon stepping down), the Treasurer will give an Annual Report stating the total revenue for the year, broken down by sources (such as activities and the 7th tradition); total spending on each budget line, versus the amount budgeted; the total amounts contributed to other service bodies; and a reconciliation against the current bank balance.

SECTION 2: BUDGETS, CASH ADVANCES AND REIMBURSEMENTS

- 12.09 Prior to December's Administrative Committee meeting, each committee and trusted servant will submit a budget to the Facilitator and Treasurer projecting expenses for the next year.
- 12.10 GSRs must approve the LSB budget and any reimbursements in excess of its categories.
- 12.11 All reimbursements require a valid receipt and are made at the Treasurer's discretion.
- 12.12 Mileage will be reimbursed to the RCM and RCMA, for traveling to Wisconsin Region meetings, at the rate of \$0.35 per map mile. At this time, no other mileage reimbursement has been approved.

12.13 Any trusted servant receiving a cash advance for service purposes must have at least two years clean, and then the amount is limited to \$100 outstanding at any one time. To receive an advance greater than \$100, the trusted servant must provide documentation as to why the requested amount is needed. To receive a second advance, the trusted servant must present receipts showing how the first one was used.

A. All advances are made at the Treasurer's discretion.

12.14 Trusted servants with less than two years may not receive cash advances. They may receive a check written to a store, facility, or whatever the ultimate destination for the funds is. This is also limited to \$100 outstanding at any one time. Amounts greater than \$100 will be considered, at the Treasurer's discretion, if the trusted servant provides documentation for the amount needed.

LSB BUDGET AS OF FEBRUARY 2017

12.15 The current budget is as follows:

Admin team: \$100.00

RCM/RCMA: \$1,250.00

Activities Committee: \$1,000.00

Hospitals and Institutions Committee: \$1,465.00

Public Relations Committee: \$1,000.00

Area Printer: \$1,250.00

Total: \$6,915.00

Each month, any funds in excess of prudent reserve will be donated as follows;

- Region – 60%
- World – 30%
- MWZF – 10%

SECTION 3: PROCEDURES

12.16 All revenues received are recorded in the LSB financial records.

12.17 A receipt must be provided to the GSR or member who submitted the funds.

12.18 All expenses must be recorded in the LSB financial records in a format that allows them to be reviewed while reconciling with monthly bank statements.

12.19 The Treasurer is responsible for overseeing the implementation of the MWCAS Financial Guidelines and for voicing concerns when they arise.

12.20 LSB expenses will only be paid if there is money in the bank account to cover the check. Also, an operating reserve of \$4,000.00 should be maintained, and this level should be reconsidered in each annual review of the guidelines.

12.21 When funds are not available to meet all valid requests, the following have been adopted as a list of priorities, beginning with the most important: (1) Outstanding LSB bills (2) Reimbursements drawn from a line in the budget (3) Reimbursements not drawn from the budget but otherwise approved (3) Contributions to other service bodies.

12.22 The donations to World, Region and the MWZF will be determined once all receipts have been deposited and all expenses for the month have been paid and the treasurer's report is completed. The treasurer will make out the checks for Region and the MWZF to be signed at the following

area service meeting and mailed out. The donation to World will be made on-line prior to the service meeting.

- 12.23 The Treasurer, Vice-Treasurer or a designee with at least three years clean must be present at every area event to collect and oversee funds. Revenue and receipts from events must be given to the Treasurer or Vice-Treasurer within 24 hours of the event.

SECTION 4: CONTRACTS

- 12.24 Before an MWCAS trusted servant signs a contract with a hotel or other entity for service purposes, he or she must bring it to the Administrative Committee for review and approval.
- A. Committee approval will be carried out through Consensus Based Decision Making.
 - B. MWCAS is not responsible for contractual obligations it did not specifically and explicitly approve in advance. A member signing a contract without going through this authorization process bears personal, individual responsibility for the financial burdens of the contract.