

Note: Proposed changes are under Article IV: Elections, Chairperson, and Camp Kids.
Additions are in blue, deletions are in red

**UTAH REGION URCNA OF NARCOTICS ANONYMOUS (URCNA)
CAMPVENTION GUIDELINES**

(Previously revised 9/25/2006)

Current revision 8/16/2010 (if approved)

The Utah Region Convention of Narcotics Anonymous (URCNA) is held by members of Narcotics Anonymous to bring the Utah Region membership together in the celebration of recovery meetings. Workshops and other activities are scheduled to encourage unity and fellowship among our members. URCNA should always be kept simple, and within the spirit of "camping." URCNA should always conform to NA principles and reflect our primary purpose. The focus of URCNA should always be kept on the local fellowship.

ARTICLE I: PURPOSE

All URCNA committee meetings should take place at a regularly scheduled time and place and follow these guidelines. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the URCNA. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible.

ARTICLE II: MEETINGS

The first URCNA meeting after URCNA (in August), both the old and new committees will meet together. The old URCNA committee will deliver a financial and inventory report to the new committee. The outgoing treasurer will prepare a detailed written report showing credits and debits for each subcommittee. New committee members can also get suggestions from the old committee members regarding their assignments.

URCNA meetings will be held once a month, and the chairperson will develop a meeting schedule, and present a tentative calendar for approval for the new committee to meet. Care should be taken to be flexible enough to work around holidays.

As URCNA approaches, the chairperson may accelerate the meeting schedule. Traditionally, this means meeting every week throughout June, and at least one meeting prior to URCNA should be at the site. Besides the regularly scheduled meetings, additional meetings may be requested by any member to handle special concerns or problems. Notice of special meetings shall be given to all other voting members of the committee at least 10 days prior to the meeting.

An agenda should be prepared prior to meetings. An example agenda could include:

SAMPLE AGENDA ITEMS

- a. Opening: Begin with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer and the Twelve Concepts.
- b. Approve the minutes of the last meeting.
- c. Chairperson's report (review progress to date and relay recent information).
- d. Subcommittee's reports (reports include goals and progress of each committee).
- e. Treasurer's report (update on expenses and new balance).
- f. Old business from the previous meeting.
- g. New business (motions made during the meeting).
- h. Closing prayer.

ARTICLE III: URCNA COMMITTEE MEMBERS

Section A: The committee shall be made up of the following: Executive Committee: Chairperson, Vice-chairperson, Secretary and Treasurer Subcommittee Members: All subcommittees as presently constituted.

Section B: Voting rights during committee meetings shall be limited to the Executive Committee and Subcommittee Chairpersons. Ad-hoc committee members and other committee members do not have voting rights, unless designated by chairperson (such as a vice-chairperson).

Section C: Nominations and motions can be made by any committee member, but must be seconded by a voting member. The Chairperson may not make or second motions.

Section D: Any member of the Utah Region with a desire to help may attend, but only recognized committee chairpersons or vice-chairpersons may vote.

ARTICLE IV: ELECTIONS

Section A: Elections will be held at URCNA, [just before the clean time countdown and main speaker meeting on Saturday, so as to have the largest possible attendance at the elections.](#)

Section B: A term of office is one year. A person ~~may~~ [can](#) serve two consecutive terms in any position. [However, all positions must still go through the election process.](#)

Section C: Vacancies in positions may be filled as they occur, after announcing the opening for one month to the fellowship.

Section D: Attrition: Each year, circumstances arise that cause addicts to drop out of committee service. We acknowledge this without judging those who cannot continue in service. However, this situation occurs every year for a variety of reasons, and this forces the committee to replace chairpersons during the year.

New people step in to take over, sometimes with very little time to perform their jobs, or the committee as a whole takes on the responsibility of vacant positions. The result is disruption of the committee's activities, and resentment of those left to take up the slack.

During elections, the highest vote getter for subcommittees will be the chair; the second-high vote getter will be the vice-chairperson. Each committee will thus start out with a two-person committee.

The chair of each subcommittee is responsible for keeping the vice-chairpersons up-to-date. Then if a chairperson drops out of service, the vice-chair can assume his/her duties, and the work of the committee can continue uninterrupted. Vice-chairpersons who drop out can be replaced without the committee losing its leadership.

Vice-chairpersons are not required to attend regular URCNA meetings, but they may do so if they wish. The vice-chairpersons will have a vote only if the chairperson cannot attend URCNA meetings. If a chairperson cannot attend a meeting, he/she should notify their vice-chairperson in a timely manner so that the vice-chairperson knows he/she needs to attend the committee meeting.

ARTICLE V: REMOVAL FROM OFFICE

Section A: Any committee members will be removed from their office for non-compliance, which includes, but may not be limited to:

1. Loss of abstinence.
2. Non-fulfillment of duties.
3. Theft or Misappropriation of URCNA funds.
4. Absence of two consecutive committee meetings, without prior notification to an

Executive Committee member.

Section B: Any committee member can resign from their position by providing written notice to an Executive Committee member at a regularly scheduled meeting, prior to their resignation.

ARTICLE VI: DUTIES OF EXECUTIVE COMMITTEE

Section A: The Executive committee carries out the conscience of the overall committee. Executive committee members should work closely with each other at all times, and is responsible to direct and participate in all URCNA activities.

Section B: The Executive committee shall utilize the concepts in the World Service Conference approved convention guidelines, except when these guidelines conflict with these URCNA Guidelines.

Section C: Chairperson

Confirmation: [The Utah Region retains authority to confirm or not affirm the chairperson.](#)

Requirements: Required clean time of at least three years.
Prior URCNA or other convention experience is preferred.
Time and commitment to fulfill duties. Working knowledge of the Twelve Steps and Twelve Traditions of NA.

Duties: To attend and report to the URSC monthly and serve as a liaison between URCNA committee and the Regional Service Committee.

Maintain an objective, reasonable attitude in conducting committee meetings and resolving disputes.

Keep activities within the principles of the Twelve Traditions, in accordance with the purpose of URCNA.

Monitor fund flow and URCNA costs, and help organize the budget.

Present the agenda items to the secretary.

Determine whether a consensus vote has been achieved.

Assume final responsibility for all URCNA activities.

Assign a committee member responsibility for the URCNA Post Office Box. The box should be checked for all mailings prior to each committee meeting. The post office box fee also needs to be paid yearly. [The assigned person will need to update the signature card at the Springville post office.](#)

Is a co-signer on the URCNA bank account.

Take roll at each committee meetings, noting excused and unexcused absences.

Choose campsite for coming year: With the committee, choose a site for next year's URCNA.

Contact the campsite and find the correct procedure for reserving the camp. In most cases, campsites will not be available for reservations until the first of the year. Campsite group areas should be reserved as soon as possible.

After a campsite has been selected, contact the campsite host, and establish good relations with them. Obtain a list of campsite rules, regulations, and inform the host of our planned itinerary and activities. Make sure the host understands all our activities, including music, sound systems, and merchandising requirements.

Act as liaison with camp host and resolve problems to host's satisfaction. Make a recommendation to the next year's committee as to location. However, the next year's committee is not bound to accept that recommendation as binding.

Section D: Vice-Chairperson

Requirements: Required clean time of at least three years.
Prior URCNA or other convention experience is preferred.
Time and commitment to fulfill duties.
Working knowledge of the Twelve Steps and Twelve Traditions of NA.

Duties: Act as chairperson if chairperson is unavailable.
Attend and report to the URSC monthly meeting if the Chairperson cannot attend.
Act as parliamentarian for the committee meeting.
Assume responsibility for vacant positions.
Support all subcommittees and provide leadership as requested.

Section E: Secretary

Requirements: Required clean time of at least two years.
Prior URCNA or other convention experience is preferred.
Time and commitment to fulfill duties.
Working knowledge of the Twelve Steps and Twelve Traditions of NA

Duties:

Keep minutes of committee meetings, and makes amendments to those minutes after committee approval, to be saved in archives.

Within **two weeks** of each committee meeting, send the minutes by e-mail or regular mail to each chairperson. This is especially important for committee members who may have been absent from the meeting.

Prepare the agenda for the Chairperson, and make copies for all URCNA committee members.

Maintain a list of names, addresses, phone numbers, and e-mail addresses if available, and keep committee member lists updated as changes occur.

Maintain an archive of all minutes and pertinent paperwork to be turned over to the next year's committee.

With the Chairperson and committee, review, prepare and distribute a schedule of meetings, times and locations for regularly scheduled meetings.

In the event special meetings are called, or changes are made to regularly scheduled meetings, notify all committee members of the changes in a reasonable time.

Section F: Treasurer

Requirements: Required clean time of at least three years.
Prior URCNA or other convention experience is preferred.
Time and commitment to fulfill duties.
Working knowledge of the Twelve Steps and Twelve Traditions of NA.
Financial solvency, and experience in handling funds for NA.

Duties:

Maintain URCNA bank account in good order. Review cancelled checks and make sure the committee has an accurate running balance of all income, expenses, and balances. Bank balances are to be checked monthly.

Work with the bank to insure proper financial procedures are followed with respect to the checking account. All checks require two signatures: the treasurer and one other signature from a member of the Executive Committee.

Work with committee members to develop accurate budgets for subcommittees. Write out checks and maintains record of all disbursements, including appropriate receipts.

Pay approved bills, as funds are available.

During URCNA, work closely with subcommittees to help them organize their finances. This means double counting of money received from merchandise sales, registration, raffles and other issues dealing with money. Assume final responsibility for keeping accurate financial records at URCNA, and make sure all money is deposited correctly in the bank. For guidelines on handling money, see Article XI and Article XII.

Yearly Audit: After URCNA, the outgoing and incoming Treasurers and Chairpersons are to meet to review and audit the books, and provide a final accounting to the incoming committee. Ideally, this should be done early after URCNA ends, between August and September of the next year's committee meeting.

Signers on bank account: Chairperson and Treasurer are required to be signers on the checking account. At least one other committee member needs to be on the bank account, so that there is never a time when a committee member receives a check signed by himself/herself. Usually this is the Vice-Chairperson, but it may be another designated Subcommittee Chairperson or the Secretary.

Post Office box: Every year the post office box in Springville needs signers to update the account. The treasurer keeps the post office key.

ARTICLE VII: SUB-COMMITTEES

Section A: Budgets

Each subcommittee chair is required to submit a budget, within 60 days of election, to the committee. It is recognized that URCNA archives and a good, detailed outgoing report by the previous years' committee is invaluable to this process.

All subcommittees should operate within their submitted budget, and if a need arises to increase the budget, the subcommittee chairperson should explain to the URCNA committee the reasons for the extra needed expenses prior to spending the funds.

Section B: Clean-time Requirements

Two years clean time for all URCNA Subcommittee chairpersons and vice-chairperson positions. Substantial experience has shown that waiving clean time requirements is not a good idea. Nearly all positions handle budgets and money, and require a substantial commitment in time. At the election, whenever a person is proposed with less than two years, a motion has to be made to waive clean time, which almost without exception does not pass.

Therefore, clean time requirements will not be waived. This is also prudent since all committee members must agree to the financial guidelines of this committee, including the Theft Policy.

Section C: Organized Subcommittees

New Subcommittees

It is recognized that as URCNA evolves, committees may change, duties may be modified, and new committees may be required. Care should be taken to not overburden committees with responsibilities beyond their ability.

Standing subcommittees:

- Fundraising & Raffle
- Registration & Information
- Merchandise
- Program and Entertainment
- Blood, Sweat and Tears
- Camp Kids

Each subcommittee chairperson has one vote in the committee meetings. In the absence of the subcommittee chairperson, a subcommittee vice-chairperson or other designated individual within the subcommittee may exercise the vote.

All subcommittees should put together other willing addicts to help fulfill their responsibilities. All committees are impossible to run without substantial fellowship help. It is not intended that any subcommittee will be entirely performed by one person.

All subcommittee chairs should keep track of all expenses and must submit receipts of expenses in order to be reimbursed by the Treasurer.

After URCNA, prepare a written report for next year's committee, showing income, committee successes, problems encountered, list of all expenses, and suggestions for next year's committee.

Section C: Duties of Subcommittees

FUNDRAISING AND RAFFLE

1. Fundraising and Generating Interest:

This subcommittee is responsible for organizing fundraisers within each area. However, besides raising funds, these fundraisers are to generate interest and support within each area. For example, at area conventions, URCNA T-shirts may be sold to generate income and promote URCNA. Coordinate URCNA fundraisers with other Utah areas. If possible, attend that area's service meeting to request area participation.

Remember that we have only one need for money in Narcotics Anonymous, and that is to further our primary purpose of carrying the message to the addict who still suffers. We caution this committee to not place any unreasonable financial drain on local areas. Fundraisers do not have to raise a lot of money to be considered successful. Generating fellowship interest and support is equally, if not more important than actual funds raised.

2. Raffle:

Solicit raffle and other donated items from the fellowship to be used at URCNA fundraisers and raffle. Various formats may be used for the raffle, such as tickets for a traditional raffle, 50-50 drawing, raffles by bids, or other methods. Collect, display and protect raffle items.

Be cautious in choosing helpers to sell raffle tickets and collecting money, keeping in mind the importance of financial responsibility by volunteers who handle funds.

INFORMATION & REGISTRATION

1. Information:

Once details have been resolved about location of URCNA, contact the World Service web site and upload URCNA information. Contact the Western States Forum's Regions, and request links and/or information be made available to our neighboring states and regions. Help coordinate, design and distribute flyers for publicity.

2. Registration:

The registration committee is responsible for registering NA members who attend URCNA.

Assume responsibility for registration materials, inventory of unused string, and other materials.

Once registration rates have been determined, prepare a registration form, distribute it to the fellowship, and have it posted on the Region web site, suitable for downloading.

Prepare registration packets, with schedule of events, laminated nametag, yarn for hugs, and any other materials the committee wishes registrants to have.

Encourage pre-registration, usually by a pre-registration discount, both to provide the committee working funds prior to URCNA, and to prepare registration materials in advance.

This committee is one that cannot be done without strong committee support. When URCNA arrives, addicts show up in large numbers Friday and Saturday. Money needs to be handled in approved finance management procedures, and name tags and hug packets need to be made and handed out efficiently.

Enlist the aid of helpers to cut yarn and assist in other ways. Also, the staffing of registration needs to be rotated to allow members to join in fellowship activities. Having the registration table next to merchandising also helps physical management of inventory and resource

At the end of each day, funds need to be turned over to the Treasurer, with funds double counted. Make sure a sign is present on the registration table indicating that there will be a charge on bounced checks. Have a cash box, with sufficient change, to handle all registration money.

MERCHANDISE

Take charge of the URCNA Logo and Theme Contest. Set a deadline for the contest, and collect entries. After the committee has chosen a winner, prepare the artwork so it is suitable for printing T-shirts and other URCNA merchandise.

Getting at least three bids, select a vendor for the printing of merchandise, and place an initial order of inventory. Successful vendors will not only produce good quality merchandise at low cost, but must be willing to work with our cash flow situation. Bids must be in writing.

This committee has responsibility for one of the main sources of income for URCNA. Extreme care should be taken to not over or under order merchandise, as unsold inventory represents a large cost to URCNA.

Traditional items sold include sweatshirts, t-shirts, tank tops, hats, bandanas, and coffee cups. Though each committee may consider experimenting with novelty items, such as pins or underwear, experience has shown that such items may not sell well and represent a financial risk.

Some URCNA merchandise may be used for fundraising, if necessary. Pre-sales of merchandise may be considered, and having merchandise pre-sold may foster fellowship interest, but the bulk of merchandise will be sold at URCNA.

Have a URCNA Banner printed, suitable for display at URCNA.

Take charge of merchandise sales at URCNA. A cash box and proper financial safeguards need to be taken at URCNA. Money should be turned over to the Treasurer after each day.

URCNA merchandise needs to be stored in a secure location at URCNA. After URCNA has ended, make an inventory of unsold items, and suggestions for post-URCNA sales prices.

Unsold merchandise may be used to support raffles at other conventions, with committee approval.

PROGRAM & ENTERTAINMENT

1. **Program:**

Solicit tapes from speakers. It has been traditional to have two out-of-area speakers flown in, and have additional speakers from Utah participate. Be aware that the Region voted to give preference to speakers from the Rocky Mountain Forum.

Listen to the speaker tapes submitted, and select speakers. Keep in mind budget constraints when choosing out-of-area speakers. Be aware of any special needs your speakers may have. Make sure they understand we are in an outdoors camp environment.

Select the speakers, contact them, arrange for travel arrangements, and act as speaker host during URCNA.

With the other subcommittees, prepare an agenda or schedule of events. Spontaneous and unplanned requests for activities may interrupt scheduled events. Talent shows, primo players, water events, fishing contests, motorcycle runs, volleyball, frisbee and other sporting events should be arranged so as to not detract from workshops and speakers.

. A timetable should show when events start and end. Time management of activities is crucial to an orderly flow of events. This material will form the basis for the printed schedule, which will be distributed in registration packets. Have the schedule printed, and placed on the Region web site in downloadable form.

Coordinate with Camp Kids subcommittee in arranging for kids' activities and adding them on the schedule. Avoid conflicts with sporting events and workshops or speakers.

2. **Entertainment:**

Coordinate all entertainment functions at URCNA. This requires obtaining and/or making arrangements for a sound system for the dance, details of raffle, talent show or special entertainment, such as bands or groups.

Sound system: Besides using the sound system for dance functions, coordinate the recording of speakers and workshops. This is a courtesy for our speakers and workshop leaders, as well as important to make a record of URCNA for those who cannot attend. Make sure the sound system; microphone, and recording equipment function as needed. Consider contracting with an individual for making speaker tapes.

This committee is responsible for the scheduling of events, procuring speakers and arranging for their transportation to URCNA, and coordinating with other subcommittees about the nature and timing of URCNA activities.

BLOOD, SWEAT AND TEARS

This committee does the grunt work at URCNA. Trash pickup, site set-up and maintenance of facilities, and lots of manual labor are required. Strong fellowship support is a must.

This committee is in charge of camp preparation, including the physical placement and protection of sound systems, inclement weather setup and maintenance and generators.

Rent sufficient gas-powered generators for lighting and sound system use.

Organize trash cleanup crews and be responsible for leaving the campsite cleaner than we found it.

Set up facilities for registration and merchandise, including tents, tables, and protection from inclement weather.

Transport sufficient firewood for group campsite fire pits, dance and marathon meetings.

Act as transportation and storage specialists for other subcommittee needs.

Coffee: Prior to and after URCNA, have the coffee machines serviced by an authorized service center. The lines need to be winterized prior to storage. Care should be taken transporting the coffee machines.

Procure coffee and other drinks for group sites. Arrange for generators to heat the hot drinks, and coolers for cold drinks. Assign committee members to set up, make, maintain, and clean up after group functions. Set up coffee tables, extension cords, etc.

Volunteers for fees:

Frequently members attend URCNA who cannot afford the registration fees. It is appropriate to ask them to help serve in exchange for those fees. Blood, Sweat and Tears can always use the extra manpower.

CAMP KIDS

This committee attempts to take care of the numerous fellowship children so that adults can attend recovery meetings and activities.

Prepare a timetable, coordinated with the other URCNA activities, which will permit kids to have a fun experience and permit parents to participate with their children.

Activities appropriate for several age groups should be prepared.

Past activities have included: Camp Kids T-shirt coloring, sand candles, softball game, candy in the haystack, water balloon toss, hikes, kids raffles, scavenger hunt, pinata, and many other ideas, limited only by the imagination and ingenuity of the committee.

Though our children are not addicts, it is appropriate to extend recovery to them, thus, this committee is a full-fledged committee, with access to NA funds and all the support shown any other committee. In the past, most Camp Kids activities have taken place on Saturday.

[The Camp Kids committee assumes temporary responsibility for the children during the camp kids activities, but this does not extend to liability. Parents still retain ultimate authority for their children's actions and safety.](#)

~~To a certain extent, this committee becomes a baby-sitting committee, but parents must assume responsibility for their children. It is not acceptable for a parent to just dump their kids off at a Camp Kids event and not take care of them.~~

ARTICLE VIII: AD-HOC COMMITTEES

Section 1. The chairperson of the URCNA Committee shall have the authority to appoint Ad-Hoc Committees for such special purposes as may, from time to time, be deemed necessary to fulfill specific functions. The Chairperson shall specifically designate the purpose, membership, and duration of existence of any such Ad-Hoc Committee at the time of appointment.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Section 1. All voting is by consensus vote. Motions are still made and seconded, but there is not an official "quorum" required for a vote. The chair asks for discussion on motions, and when discussion is concluded, asks if there is any negative input. The chair rules when a consensus has been reached. Some financial decisions may require Roberts Rules of Order to resolve.

Section 2. Suspending the rules requires a unanimous vote. (This means no negative votes). The rules include these Guidelines, the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of Service.

ARTICLE X: AMENDMENT OF GUIDELINES

Section 1. Any member of the URCNA committee, excluding the Chairperson, may propose amendments and additions to the URCNA Guidelines. The proposals must be submitted in

writing (exact wording) to the URCNA Chairperson at a regular committee meeting. The proposal will be voted on at the next URCNA meeting. A 2/3-majority vote, if the amendment is seconded, from a committee member present is necessary to amend or to add on.

Section 2. After the URCNA Committee has voted to adopt guideline changes, the guidelines must be submitted to the Utah Region Service Committee for approval.

Section 3. Upon approval from the URSC, the amendment shall go into effect immediately upon its adoption unless otherwise specified in the amendment.

ARTICLE XI: FINANCIAL MANAGEMENT

Section 1. All URCNA funds shall be maintained in a bank account general fund, and all funds subject to disbursement shall be controlled by the Treasurer.

Section 2. All expenditures made by the committee shall be paid by check.

Section 3. All checks shall be required to have two (2) signatures of the three approved co-signers on the bank account signature card.

Section 4. In the event a check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign said check and another authorized signature is required.

Section 5. No regular expenditure shall be made from the Treasury without receipt or itemized listing of accountability.

Section 6. The current Executive Committee members and the upcoming Executive Committee members shall audit the Treasurer's books annually. Final accountability will be made to the Utah Region Service Committee the next meeting following URCNA.

Section 7. Prudent Reserve: The 2006 URCNA Committee had a prudent reserve of \$4,500. Traditionally, this prudent reserve increases about 7 percent each year. This reserve includes paying for next year's campsite.

Section 8. Any excess funds left after URCNA above the prudent reserve shall be turned over to the Utah Region Service Committee.

Section 9. Sound financial management principles should govern this committee. Double counting of money after each event and signatures should accompany each income session.

Section 10. Committee members and helpers who handle money must agree to be bound by the URCNA rules regarding theft of funds; (see Article XII below).

ARTICLE XII: 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 be most easily avoided by consistently and diligently following responsible financial principles and practices. Most theft of fellowship funds occurs when precautionary measures are not in place, or are in place, but are not used. 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 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, 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: Thoroughly review all books and financial records to make sure the funds were actually misappropriated. Can it be definitely determined how much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

Step 2: Once you have verified that funds were indeed misused, and have uncovered the person(s) responsible, go to them and ask for their side of the situation, if possible, within one week of the loss being discovered. The URCNA chairperson will appoint an ad-hoc committee to investigate as soon as possible, the circumstances of the loss.

Contact the individual, and ask them to meet with the committee. It may be that the individual's actions that resulted in the loss of funds are the result of misunderstanding, accident or ignorance, rather than from an actual intent to steal.

Step 3: After all sides have been heard, a break in the meeting format is encouraged to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide on 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 can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best to not drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid.

Depending on the amount of money involved, a legally binding document, (utilizing legal advise if necessary), may be drafted, suitable for signing and witnessing. It should also include remedies if the payments are defaulted on.

Step 5: The status of the collection, or actions taken by the committee and the individual will be reported by the ad hoc chairman to the URCNA Executive Committee only.

Step 6: Again, balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position, and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

Options: If the individual is unwilling to meet with the committee, use registered mail and 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, a repayment schedule is suggested, and consequences are stated if the individual does not respond to the letter. A copy of this letter should be kept for future legal action, if necessary.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be 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. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead.

Bad checks:

In order to collect on bad checks, you must first notify people of a bad check policy. For conventions and other NA activities where money is taken in, a simple sign near merchandise and registration stations must state: "\$10.00 fee on all returned checks", or some similar statement.

Usually bad checks are not large amounts by themselves, but collectively, they can cause serious financial problems to any committee or convention. Fairly simple procedures are recommended for collecting on bad checks:

Note about phone calls: If you decide to contact the individual by phone, remember to be courteous and non-threatening. Most bad checks are simply mistakes or oversights, and most individuals are very embarrassed when discovering that a check has bounced.

Step 1: Notify the individual, by phone or mail of the bad check, including bank charges, if applicable. Ask for the amount of the check, the return check fee, plus any bank fees you have been charged as a result of the default. If you send a letter, letter wording should be polite and non-judgmental.

Step 2: If there is no response within one week, a follow up letter or phone call should be made. Letter wording could be slightly stronger than in the first letter.

Step 3: Within another week, a third phone call or letter should be sent. Letter wording should be polite but forceful, requesting compliance, or spelling out the specific legal consequences of failure to comply. If the matter has not been resolved from these efforts, options include:

- Writing off the check as uncollectable.

- Further legal action, such as filing a small claims suit.

- Afterwards; resolution and recovery

Even if a successful resolution is reached, many of us will still be angry and hurt, and may want to shun the person involved in theft issues. 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