

# **Rock Creek Area Service Committee**

## **POLICY GUIDELINES**

Updated May 2025

## The Purpose Of Rock Creek Area Service Committee (RCASC)

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Vice-Chairperson

Secretary

Treasurer

Vice-Treasurer

Regional Committee Member (RCM)

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# THE PURPOSE OF ROCK CREEK AREA SERVICE COMMITTEE

The primary purpose of the Rock Creek Area Service Committee (RCASC) is to help the groups within the Rock Creek Area carry the N.A. message of recovery to the addict who still suffers. The subcommittees of RCASC provide services that would not be practical for individual groups to provide. These services include: Literature, Hospitals, & Institutions work, Meeting Lists, Area Policy, Public Information, Special Events, and Treasurer.

## Administration Committee

The RCASC Administrative Committee consists of the Chairperson, Vice-Chairperson, Treasurer, Vice Treasurer, Secretary, Regional Committee Member and Regional Committee Member Alternate.

## Chairperson

The Chairperson arranges an agenda for and presides over the monthly RCASC meetings. The Chairperson is also responsible for correspondence and maintaining RCASC files and archives. At RCASC meetings, the Chairperson can only vote in case of a tie. The Chairperson may not make motions or express opinions during RCASC meetings. The Chairperson must be capable of conducting the business meeting with a firm yet understanding hand. The Chairperson is also a co-signer of the RCASC checking account. It is suggested that the Chairperson have a minimum of three (3) years continuous abstinence from all drugs.

- That the RCASC Chairperson verifies the existence of any group that has not been present for six (6) months RCASC meetings (i.e., by calling the last known contact or coordinating a visit to the meeting). [11/02]

## Vice-Chairperson

The Vice-Chairperson coordinates all RCASC subcommittee functions. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson is also a co-signer of the RCASC checking account. It is suggested that the Vice-Chairperson have a minimum of two (2) years continuous abstinence from all drugs. That the RCASC Vice-Chairperson be responsible for coordinating the fulfillment of responsibilities of elected trusted servant positions not filled (i.e., Treasurer, Secretary, etc.) [01/92]

## Secretary

The Secretary keeps accurate minutes of each RCASC business meeting, types, and distributes copies of the minutes to each GSR no later than 7 days after each RCASC meeting. Minutes are approved by the Chairperson prior to distribution. The Secretary is also a co-signer of the RCASC checking account. It is suggested that the Secretary have a minimum of one (1) year continuous abstinence from all drugs. That the Secretary be reimbursed for reasonable monthly expenses with receipts without express approval. [03/01] RCASC Secretary keep the currently existing electronic copies of the minutes for archival purposes. [05/13]

## Treasurer

The Treasurer maintains the RCASC checking account and deposits all monies received during the monthly RCASC meeting or any monies collected between RCASC meetings. The Treasurer shall maintain accurate records of all donations and expenditures. The RCASC has three types of monies and the Treasurer shall account for these funds separately. Literature Subcommittee and Special Events Subcommittee funds shall be maintained in the RCASC checking account, and the Treasurer is responsible for ensuring that these funds are not used for other purposes. All other monies belong to the RCASC General Fund shall be maintained in the RCASC checking account and are accounted for separately. Other Subcommittees shall not maintain specially designated funds.

- The Treasurer shall make a report of contributions and expenditures at every regular RCASC meeting as well as an annual report at the end of the calendar year. The Treasurer is also co-signer of the RCASC checking account. It is suggested that the Treasurer have a minimum of three (3) years continuous abstinence from all drugs.
- That the RCASC establish and maintain a prudent reserve appropriate for our needs. [07/89]
- That a checking account be opened for the RCASC. [08/89]
- To raise the RCASC prudent reserve to \$800, which will be reviewed annually (each January?) by the Treasurer to determine whether the reserve is sufficient to current economic standards. In the event of an unanticipated emergent need, the RCASC reserve can be reviewed prior to the annual review and increased in accordance with RCASC voting policies. [03/2024]
- To set policy that a current Treasurer's Report (e.g., June's minutes would include June's
- Treasurer's Report) be included in the RCASC minutes which are sent out monthly. [07/94]

- That the RCASC Treasurer deposits all monies within a week immediately after RCASC meeting utilizing a night deposit bag. The Treasurer will send confirmation to the RCASC Chair within ten days of Area Service that the deposit was made. The Chairperson verifies that the deposit has been made within five days of Area Service. [5/2023]
- In the Treasurer's oral report at the RCASC Meeting, the Treasurer shall state the date and the amount of the previous month's deposit of RCASC donations, income, etc. He/she will make the deposit slip available to any GSR, the chairperson and vice chairperson.
- The RCASC shall establish a budget line item for video teleconferencing software account (i.e., Zoom), and establish its own dedicated subscription to a video teleconferencing software account for the purpose of conducting RCASC business, for as long as the committee is operating the meetings virtually, so that there will be no need to use any other group's account. [8/22]

## Vice-Treasurer

The Vice-Treasurer will assist the Treasurer with his/her duties and will assume the responsibilities of treasurer if he/she is unable to serve. It is suggested that the Vice-Treasurer have a minimum of three (3) years continuous abstinence from all drugs. [10/02]

## Regional Committee Member (RCM)

A Regional Committee Member (RCM) is to an Area Service Committee (ASC) what a Group Service Representative (GSR) is to a Group. As the representative of the RCASC, the RCM speaks for the members and groups within the RCASC. The primary responsibility of an RCM is to work for the good of N.A., providing a two-way communication between the Area and the rest of N.A., particularly with neighboring ASC's. They represent the group conscience of the RCASC at a regional level and provide the RCASC with the agenda for the Regional Service Committee (RSC) at least ten (10) days before the RCASC meets. An RCM attends all RSC meetings and takes part in any decisions which affect the Region, speaking as the voice for the RCASC's group conscience. An RCM may serve on one or more of its RCASC and RCASC subcommittees, but not as a chairperson. The office of RCM is immensely important, for an RCM is the next link in expressing the will of a loving God. An RCM must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSR's, it is recommended that nominees to the post of RCM also have:

- A. Service experience
- B. The willingness to give the time and resources necessary for the job and
- C. A suggested minimum of three (3) years continuous abstinence from all drugs.

## Regional Committee Member Alternate

The office of RCM also parallels that of GSR in that it is a two (2) year commitment. The first year of service is spent as an RCM Alternate, becoming familiar with the duties, attending all RCASC and RSC meetings, and filling in for the RCM if he/she is absent or for any reason unable to complete his/her term in office. Naturally, the recommended qualification for election as RCM Alternate are the same for the RCM, with one exception: a suggested minimum of two (2) years continuous abstinence from all drugs.

## Rock Creek Area Subcommittees

It is suggested that RCASC subcommittee chairpersons have a minimum of six (6) months continuous abstinence from all drugs. [02/03]

## Hospitals & Institutions Subcommittee

- That RCASC approve the blue H&I handbook as the H&I policy for RCA. [01/92]
- The H&I subcommittee shall have an allowance of \$200/month, to be charged against the RCASC's general ledger, in order to supply literature to H&I meetings being serviced by Rock Creek Area. [12/03]
- To approve H&I policy as amended. [12/04] (*See attached subcommittee policy.*)
- The subcommittee chair is expected to attend the corresponding subcommittee meeting at the CPRSC meetings. In the event the chair is unable to attend the regional meeting, the subcommittee chair shall be responsible for ensuring a representative of the Rock Creek Area in their place.

## Literature Subcommittee

The Literature Subcommittee is responsible for two vital functions within the RCASC. The first function is to purchase, maintain, sell and restock N.A.-approved literature, meeting lists, key tags and phone books. These items shall be made available for purchase at each monthly meeting. The second function of the Literature Subcommittee is to review approval-form literature submitted by the World Service Conference. Approval or review-and input literature shall be made available to all interested members.

- That the RCASC be directed to begin a Literature Subcommittee. [01/89]
- That the RCASC provide a set dollar amount for new groups with a starter kit (literature) of \$75.00 [07/31/2024]
- The RCASC literature subcommittee set literature pricing at or below group prices charged by the Freestate Regional Service Center.
- All literature purchases are to be paid in full prior to receiving them. [04/2006]
- To increase the RCASC's bimonthly order of regional meeting lists from 500 to 750
- The subcommittee chair is expected to attend the corresponding subcommittee meeting at the CPRSC meetings. In the event the chair is unable to attend the regional meeting, the subcommittee chair shall be responsible for ensuring a representative of the Rock Creek Area in their place.

*Policy reviewed and revised by Literature Chair and Policy Chair. 07/31/2024*

## Policy Subcommittee

The Policy Subcommittee serves the RCASC by reviewing motions referred to the Subcommittee by the RCASC Chairperson during RCASC meetings. Also, the Policy Subcommittee shall update the RCASC Policy when changes are approved by a two-thirds (2/3) majority of the voting GSR's, and provide copies of the revised guidelines to the members of the RCASC

- That the RCASC approves the proposed RCASC Policy Guidelines as revised January 3, 2013. [02/13]
- That the RCASC be directed to begin a Policy Committee. [01/89]
- The subcommittee chair is expected to attend the corresponding subcommittee meeting at the CPRSC meetings. In the event the chair is unable to attend the regional meeting, the subcommittee chair shall be responsible for ensuring a representative of the RCASC in their place.

## Public Relations Subcommittee

The Public Relations Subcommittee supports the Chesapeake & Potomac Regional Phone Line. The Committee is responsible for attending regional phone line meetings and training area phone line trusted servants. One (1) year clean time suggested for the Subcommittee Chair. Six (6) months clean time suggested to work the phone line.

- That the RCASC subsidize the purchase of 1000 Basic Lists per quarter for distribution to groups in the RCA-N.A.. [02/91]
- That the RCASC begin financial support for the C&P Regional Phonenumber as soon as the region begins administration of the helpline. [04/95]
- To start a Public Information Subcommittee in the Rock Creek Area. [06/99]
- To rescind the current RCA-N.A. policy to make a direct donation to the regional help line each month. [05/01]
- The Name of the Helpline Liaison shall be changed to Phonenumber Liaison. [04/06]
- The subcommittee chair is expected to attend the corresponding subcommittee meeting at the CPRSC meetings. In the event the chair is unable to attend the regional meeting, the subcommittee chair shall be responsible for ensuring a representative of the Rock Creek Area in their place.
- The duties of the Rock Creek web servant fall under the Public Relations Subcommittee. [06/2024]

*Policy reviewed and revised by Public Relations Chair and Policy Chair. 07/31/2024*



## Special Events Subcommittee

The Special Events Subcommittee is responsible for coordinating and planning activities that promote unity and fellowship within N.A. (*See attached subcommittee policy.*)

- That the RCASC form an Entertainment Committee. [10/89]
- On Special Events Policy (to approve policy). [10/90]
- To have the following special event: Spiritual Breakfast/Brunch in late May. [02/94]
- That the designated responsible person for any RCASC special event be required to give the RCASC Treasurer any revenues from that event within five (5) days of acquisition and that the RCASC Treasurer deposit the money in the RCASC account. [11/95]
- That the Special Events Subcommittee will coordinate marathon meetings annually for the Thanksgiving, Christmas, and New Year's holidays. [01/03]
  - Providing the committee have a large enough trusted servants and volunteers to provide the above marathon meetings [07/30/2024]
- All special events that are not a part of policy, and with a budget of more than \$100, shall be brought to the RCASC for approval. [12/05]
- The subcommittee chair is expected to attend the corresponding subcommittee meeting at the CPRSC meetings. In the event the chair is unable to attend the regional meeting, the subcommittee chair shall be responsible for ensuring a representative of the Rock Creek Area in their place.

*Policy reviewed and revised by Special Events Chair and Policy Chair. 07/30/2024*

## Newsletter Subcommittee-see below

To delete the Newsletter position and all relevant policy to the Newsletter Committee. [07/97]

# RCASC Administrative Policies

## Purpose

To form a new area of Narcotics Anonymous with no boundaries [08/88]

The new area was named Rock Creek Area of N.A. [10/88]

## Operations

All literature purchases are to be paid in full prior to receiving them. [04/2006]

## Administration of RCASC Meetings

- That all main motions must be turned in by the beginning of “Old Business”. [01/92]
- That all motions must be seconded by a GSR. If there is no second, then a motion dies and there is no discussion. [02/92]
- To read “What is an ASC?” and “What is GSR?” out of the TWGSS at the beginning of RCASC meetings. [08/92]
- That the RCASC revise the monthly agenda to include “Open Forum,” for discussion of group or area concerns not included in the agenda. “Open Forum” would be scheduled after “Roll Call” and prior to the break. [01/93]
- That only GSR’s and subcommittee chairs bringing subcommittee-approved business may make motions. [02/93]
- That the RCASC meeting begins at 7:00 p.m. on the first Thursday of each month. [03/94]
- That the RCASC read the paragraph immediately following the service prayer on page XVI of the Introduction of the Basic Text as part of the opening of the meeting, following the service prayer. [07/94]
- That the RCASC meeting continue to be held at a location (to be determined) or on an online meeting platform. [04/23]
- Previous months’ minutes must be approved at the end of the secretary’s report. [03/95]
- To amend RCASC Policy so that two groups (rather than one) be required to request that a motion on the floor back be sent back to groups. [07/95]
- That RCASC trusted servants are automatically resigned from office after missing two consecutive meetings, unless notification and a written report have been sent to the Chairperson. [03/96]
- That RCASC chairpersons and trusted servants mention any requests that they have made for money from the Treasurer in both their oral and written reports. [08/96]
- That the Secretary be reimbursed for reasonable monthly expenses with receipts without express approval. [03/01]

## Elections

- That any RCASC office nominees present themselves in person for qualification and acceptance before being elected. [11/88]
- That the RCASC not elect any of the six offices up for election persons who are currently serving in any of those six positions in any other area. [11/88]
- That anyone present at the RCASC may make nominations for RCASC positions. [01/92]

## Voting

- That RCASC votes be cast in four categories: For, Against, Table, Abstain; abstentions would in this case have no impact on the outcome of a decision. [02/89]
- That for matters of RCASC Procedure, a simple majority of either the yes or no votes carries the action of the motion. Procedure is taken to mean a specific decision by the RCASC that does not determine precedent for similar but unrelated matters in the future, such as, but not limited to, a regional donation, a literature purchase, whether to put on a workshop or function, or to modify the RCASC meeting place and/or time for a single occasion. [03/89]
- That when a motion is about to be voted on, the Chairperson be permitted, at his/her option to entertain a motion to table the motion being considered, which would require a majority of yes votes to table a motion for later consideration. [03/89]
- That the privilege of the Chairperson, ONLY in cases of a tie vote, at the option of the Chairperson, either: to table a motion for later consideration; or, cast a tie-breaking vote in non-policy matters be affirmed. [03/89]
- That for matters of RCASC policy, 2/3 of the voting GSR's present must vote in favor of such a motion for approval. An abstention is not considered a vote for this purpose. [03/89]
- That the RCASC vote on all issues at the RCASC meeting except when a request is made by a GSR to table the issue. [11/89]
- To add to the RCASC Policy in the third paragraph under section 1: "Elected area trusted servants may make motions but are not voting members of the RCASC." [09/91]
- That it is to be the policy of the RCASC to vote by roll call only. [10/91]
- That all main motions must be turned in by the beginning of "Old Business." [01/92]
- That trusted servants can make motions but not vote. [03/93]

## Trusted Servants

- That approval of GSR's serving as pro tempore RCASC officers and subcommittee chairpersons be for a period of six months only, and at need must be specifically re-authorized at that time. [03/89]
- That all trusted servants making reports to the RCASC (GSR's, subcommittee chairs, etc.) submit their report in writing to the RCASC secretary. [01/92]
- That any addict serving in an elected position at the RCASC who uses is automatically removed from office. [02/93]

## Policy

RCASC Secretary keep the currently existing electronic copies of the minutes, including the CD's for archival purposes. [5/13]

Going forward, the administrative body of RCASC archive seven years of minutes in an automatedly searchable format such as Word, HTML, etc. [5/13]

## Rock Creek Area Special Events Subcommittee Policy

- The primary purpose of the Special Events subcommittee is “to carry the message of recovery with functions that promote N.A. unity.”
- To be a member of the Special Events subcommittee, one must attend three consecutive subcommittee meetings, and maintain a reasonable attendance thereafter. [07/30/2024]
- Special Events will adhere to the 12 Traditions of N.A.
- As a subcommittee of the Rock Creek Area, Special Events is responsible to the Area to:
  - Communicate all upcoming events, both in the area and the region.
  - Have its own ledger with the Area’s Treasurer.
  - Chairperson will work with the Area Treasurer to provide a full monthly report of monetary flow.
  - Subcommittee members are responsible for setting prices for each function.
  - The Subcommittee will not sponsor gambling activities.
    - (i.e.: No poker games, No 50/50 raffles, No cash prizes for any games or events)
  - The Subcommittee is responsible when holding an event to make sure the environment is conducive to recovery, drug-free and safe.
  - The Subcommittee is responsible for electing the following administrative officers: Chairperson, Vice-Chairperson, Secretary and Event Coordinators.

### Chairperson

- Elected annually by the Area to a one-year term
- Sets meeting schedule (suggested twice a month)
- Prepares agenda for each committee meeting
- Presides over the meeting in an orderly manner
- Responsible for all Rock Creek Area Special Events correspondence
- Approves budgets for all events within prudent reserve
- Provides Area Treasurer with monthly budget summary
- The Chairperson can only vote in the event of a committee tie
- The Chairperson must be capable of conducting business in a firm yet understanding manner
- Suggested clean time is one year

### Vice-Chairperson

- Keeps up with ongoing, current and future committee events
- Works with Event Coordinators to determine supplies needed for events
- Acts as Rock Creek Area Special Events Treasurer [07/30/2024]
- Responsible for inventory of Area supplies
- Assists Chairperson and Event Coordinators as needed

- Able to perform Chairperson's duties if needed
- Suggested clean time is nine months

## Secretary

- Keep accurate minutes at each meeting
- Types and presents minutes at the next subcommittee meeting
- Keeps accurate list of committee members and phone numbers
- Assists Chairperson and Event Coordinators with production of flyers and tickets
- Assists other subcommittee members as needed
- Suggested clean time is six months

## Event Coordinator

- Elected/Appointed on a per event basis
- Responsible for producing all aspects of an event: budgeting, booking, promoting and executing
- This person will present an event report at each meeting
- This person will keep the Chairperson informed of event activities
- Suggested clean time is six months

All events must be voted on by majority vote within the Subcommittee.

All members must be active members of N.A.

Special Events will not allow anyone who is not an active member of the subcommittee or Rock Creek Area Service to handle money or tickets.

The Subcommittee will always be open to outside suggestions presented in regularly scheduled meetings.

The Subcommittee will abide by Area policy guidelines.

Any amendments of changes to this policy must be approved by the Rock Creek Area Special Events Subcommittee and the Rock Creek Area Policy Subcommittee. [07/30/2024]

This policy has been approved and voted on by the Rock Creek Area Special Events Subcommittee on this date September 4, 1991

*Policy reviewed and revised by Special Events Chair and Policy Chair. 07/30/2024*

# Rock Creek Area Of Narcotics Anonymous Hospitals And Institutions Subcommittee

## Guidelines

Revised Draft- October 2, 2024

### **Purpose**

The facilities served by RCAHI are defined as those that either incarcerate persons who may be addicts and/or have a goal of helping addicts to live clean and responsible and productive members of society. Examples of such facilities are: drug rehabilitation centers, detoxification units, prisons, psychiatric facilities, therapeutic communities, and adolescent rehabilitation centers.

### **Function and Responsibilities**

The primary purpose of RCAHI is to carry the NA message of recovery from the disease of addiction to those who cannot get out to our regularly scheduled meetings. Additional responsibilities carried out by the subcommittee in order to facilitate this primary purpose are:

- Communicating with other H&I subcommittee at the area, regional, and world level.
- The RCAHI will follow the suggestions of the H&I Handbook prepared by Narcotics Anonymous World Services (NAWS).

### **General Qualifications**

Sufficient clean time to qualify under the requirements of RCAHI and the facility in which the H&I meetings are conducted is as important as:

- Willingness to attend the monthly H&I subcommittee meeting
- Time to commit to the performance of the duties of the position
- Ability to carry a clear NA message of recovery
- Desire to serve

## Administrative Positions

### *Chairperson, Vice Chair, Literature Coordinator, Panel Coordinator*

The business of the H&I Subcommittee will be administrated by the chairperson, vice chairperson, secretary, and literature coordinator. According to RCAS policy the chairperson is nominated by the RCASC in October, elected in November, and begins a one-year term of service in December. The other trusted servants are also elected to a one year terms, but by the RCAHI.

Each serviced facility will have an appointed panel coordinator who is responsible for reporting to the RCAHI. This person will appoint panel leaders to bring the weekly meetings into the facility. Panel leaders will bring panel members to share a message of recovery in Narcotics Anonymous with the clients of the facility.

## Position Descriptions

### *Chairperson*

The suggested clean time for the chairperson is set by the RCASC as **one year**.

The chairperson should have six months of previous involvement in H&I and a working knowledge of the Twelve Steps and Twelve Traditions as well as the RCAHI policy and NAWS H&I Handbook. The chairperson should have the ability to organize and coordinate the functions of this subcommittee with firmness and understanding.

### *Chairpersons Responsibilities:*

- Coordinating subcommittee meetings
- Working closely with the other elected servants to ensure that responsibilities are being met
- Attending the monthly RCASC meeting to report on the status of RCAHI functions
- Attending the bimonthly CPRHI meeting to report on the status of RCAHI functions as well as participate in regional H&I functions
- Handling all correspondence and public relations for the RCAHI

### *Vice-Chairperson*

The suggested clean time for the vice-chairperson is **one year**.

The vice-chairperson should have six months of previous involvement in H&I and a working knowledge of the Twelve Steps and Twelve Traditions as well as the RCAHI policy and NAWS H&I Handbook



***Responsibilities:***

- Willingness to learn the duties of the chairperson in preparation for assuming the position
- Chairing the RCAHI meeting in the absence of the chairperson

**Literature Coordinator**

The suggested clean time for literature coordinator is ***six months***.

The literature coordinator should have three months of previous involvement in H&I and a working knowledge of the Twelve Steps and Twelve Traditions as well as the RCAHI policy.

***Responsibilities***

- Tracking literature needs as expressed by the panel coordinator(s)
- Procuring literature from the RCASC and distributing literature to panel coordinator(s )

**Panel Coordinator**

Unlike the administrative trusted servants, the panel coordinator is appointed by the chairperson.

The suggested clean time for the panel coordinator is ***one year***.

The panel coordinator should have three months of previous involvement in H&I and a working knowledge of the Twelve Steps and Twelve Traditions as well as the RCAHI policy and NAWS H&I Handbook.

***Responsibilities***

- Assembling a panel of leaders that are responsible enough to fulfill their commitments and carry a clear message of recovery in NA
- Following-up with panel leaders to ensure that meetings are being carried
- Procuring literature from the RCASC in accordance with current facility needs
- Distributing literature to panel leads as necessary
- Serve the point of contact to the facility into which the meeting is being carried
- Addressing concerns brought by either panel leaders or staff at the facility
- Informing the facility if a meeting has to be cancelled

## **Panel Leaders and Members**

A panel leader anchors a monthly commitment at a facility. A panel member is recruited by the panel leader for each meeting. The suggested clean time for a panel leader is six months.

### ***Responsibilities:***

- Arrives promptly to allow time for any security procedures at the facility
- Shares his/her experience, strength and hope staying clean through the program of Narcotics Anonymous
- Conducts his/herself appropriately according to the rules of the facility and as someone that may be seen as a representative of NA.

## **Literature**

Literature is an important way in which we carry the NA message. RCAHI will ask facilities to purchase literature if they are able. If not, RCAHI will provide literature for the meetings brought into the facility. If the facility wants NA literature for use or display, an order form will be provided. The subcommittee has agreed to stock standard literature for H&I commitments as needed (this does not exclude the use of other conference-approved literature):

## **Administration of Subcommittee**

Decisions may be made by a simple majority vote of RCAHI members in attendance at a meeting. Decisions that would change the policy contained herein will require a 2/3 majority vote of RCAHI members in attendance at a meeting.

## **Funding**

- According to RCASC policy, each subcommittee (including RCAHI) can request up to \$25 each month without express approval. This amount would usually pay administration expenses.
- Also according to RCASC policy, RCAHI can request up to \$100 of literature each month from the RCASC.

## **Voting**

Each member of RCAHI has the equal right of input and vote with the exception of the Chairperson, who carries a vote only in case of a tie.

## **Elections**

- The RCAHI will have elections for administrative positions annually.
- Administrative trusted servants are elected for one-year terms.
- They are elected by a simple majority of members present at the election meeting.
- Nominations for these positions will be taken in December with elections to be held in January and new trusted servants to begin their terms in February.
- This allows overlap between the beginning of the chairperson's term and the ends of the terms of the rest of the administrative servants.

## **Removal**

There are three ways by which a trusted servant can be removed from service:

- A trusted servant may be removed from office by a 2/3 vote of the RCAHI
- A relapse results in automatic removal from an RCAHI service position
- A trusted servant that has not attended or submitted a written report for two consecutive monthly meetings is considered to have resigned.