

[UMRAC Guidelines – Proposed Changes 7/31/2010]

If it's in **RED** it's to be deleted.

If it's in **Yellow** it has been changed

Green is the one I added.

The one in **Blue** needs to be whatever we decide to call this clump of money. I believe we ended up with **Convention Reserve**. If I'm wrong let me know.

1. PURPOSE:

- 1.1. To support the Areas within the Upper Midwest Region of Narcotics Anonymous (UMRNA) in carrying the message of NA, by promoting unity through activities, communication, funds and sharing experience, strength and hope.
- 1.2. To provide donations to the Upper Midwest Regional Service Committee (UMRSC) of all funds generated from sponsored Regional Activities, **less approved startup costs** for subsequent events, in an effort to help support the operations of the Upper Midwest Region.
- 1.3. To host the annual Upper Midwest Regional “Spiritual Refreshment” retreat each Memorial Day Weekend, at Fair Hills Resort near Detroit Lakes, MN.
- 1.4. To aid in the facilitation of the annual Upper Midwest Regional Convention of Narcotics Anonymous (UMRCNA), to be held at various locations throughout the Upper Midwest Region, via a prescribed “UMRCNA Bid Process.”

2. MEMBERSHIP AND OPERATIONS:

- 2.1. The Upper Midwest Regional Activities Committee (UMRAC) shall be comprised of, and open to, all interested members and trusted servants in the NA fellowship. Membership in the UMRAC shall be limited to members of NA.
- 2.2. A committee member shall become a voting member of the UMRAC after making a verbal commitment to service before the Committee.
 - 2.2.1. Commitment to service shall entail regular attendance at the UMRAC and responsibility for accepted tasks. **See section 5.0.1**

2.2.2. All voting members of the UMRAC shall maintain complete abstinence from all drugs.

2.2.3. Each voting member, except the chair, shall have one vote. The chair shall vote only in case of a tie.

2.3. The UMRAC shall hold regular meetings as required to plan and prepare for the various scheduled Regional Activities.

Special meetings may be called by a simple majority vote or at the request of the chair, with a one (1) week notice.

2.4. The UMRAC shall retain a working start-up capital, following the completion of each annual Regional Activity, consisting of 2,500.00, to be kept in the UMRAC checking account.

2.5. The UMRAC may host fund raising activities, as needed, to maintain its working capital.

2.6. Each check written in excess of one hundred dollars (\$100.00) shall require the signature of two members of the UMRCA. Signers may consist any of the following, pending approval of the Committee and completion of Bank requirements:

2.6.1. UMRAC Chairperson

2.6.2. UMRAC Vice-Chairperson

2.6.3. Spiritual Refreshment Chairperson

2.6.3. UMRAC Secretary

2.6.4. UMRAC Treasurer

2.6.5. UMRSC Treasurer

3. DISBURSEMENT OF FUNDS:

3.1. Following each annual Regional Activity, all monies above the Convention Reserve shall be promptly donated to the UMRSC.

All monies collected from each annual Regional Activity shall be accounted for separately, to facilitate an easier and clearer distribution of funds following each event.

3.2. All monies collected from each annual Regional Activity, less those funds collected from pre-registrations for the following year's annual Regional Activity,

3.2. A final "close-out" report of each annual Regional Activity shall be submitted to the UMRSC, at the Regional Service shall be promptly donated to the UMRSC. Committee (RSC) meeting held immediately following each event.

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4. DISBURSEMENT OF DONATED MERCHANDISE:

4.1. All merchandise (sale, auction, raffle, etc.) donated to the UMRAC for distribution at a Regional Activity may be held by any one of the officers of the UMRAC.

4.2. Requests from groups or committees, within or without the Upper Midwest Region, for the donation of two (2) or fewer Regional Activity items (sale, auction, raffle, etc.) for distribution at another Activity may be disbursed following the approval of any two UMRAC members.

4.3. Requests from groups or committees, within or without the Upper Midwest Region, for the donation of more than two (2) items (sale, auction, raffle, etc.) for distribution at another Activity must be made in-person, at a scheduled UMRAC meeting.

5. **OFFICERS DUTIES** (All officers of the Upper Midwest Regional Activities Committee shall serve one-year terms.):

5.0.1 Officers have to attend every activities meeting. If an officer misses two meetings, the body has the right to vote the officer out. If present, the officer will have an opportunity to give a reason for their absences.

5.1. **CHAIRPERSON**

5.1.1. Must have a minimum of two years continuous clean time upon election, and must maintain abstinence during tenure.

5.1.2. Understands the Rules of Order as adopted by the UMRSC.

5.1.3. May be one of the signers on the UMRAC checking account.

5.1.4. Shall preside over the UMRAC meetings, keeping focus of meeting on agenda.

5.1.5. Is responsible for submitting Quarterly reports of all UMRAC activities to the UMRSC.

Information shall include dates of scheduled events, a financial update of the UMRAC checking account and all other activities that the UMRAC is undertaking.

VICE-CHAIRPERSON

5.1.6. Must have a minimum of one year continuous clean time upon election, and must maintain abstinence during tenure.

5.1.7. Understands the Rules of Order as adopted by the Upper Midwest RSC.

5.1.8. May be one of the signers on the UMRAC checking account.

5.1.9. Shall assist Chairperson in their performance of duties.

5.1.10. Shall fill in, in the absence of any officer, at a meeting of the UMRAC.

5.2. SPIRITUAL REFRESHMENT CHAIRPERSON

5.2.1. Must have a minimum of two years continuous clean time upon election, and must maintain abstinence during tenure.

5.2.2. Understands the Rules of Order as adopted by the Upper Midwest RSC.

5.2.3. May be one of the signers on the UMRAC checking account.

5.2.4. Shall preside over the Spiritual Refreshment Sub-Committee meetings, keeping focus of meeting on agenda.

5.2.5. Is responsible for submitting Quarterly reports of the “Spiritual Refreshment” Sub-Committee to the UMRAC

Chairperson a minimum of one (1) week prior to each RSC. Information shall include dates of scheduled events, a financial update of the “Spiritual Refreshment” fund account and all other activities that this Sub-Committee is undertaking.

5.2. SECRETARY

5.2.1. Must have a minimum of six months continuous clean time upon election, and must maintain abstinence during tenure.

5.2.2. May be one of the signers on the UMRAC checking account.

5.2.3. Shall record each UMRAC meeting’s discussion, motions, etc. and distributes these minutes within five (5) days of the Committee meeting.

5.2.4. Must have computer and internet access.

5.3. TREASURER

5.3.1. Must have a minimum of two years continuous clean time upon election, and must

maintain abstinence during tenure.

5.3.2. Shall be one of the signers on the UMRAC checking account.

5.3.3. Shall report all contributions and expenditures at every UMRAC meeting.

5.3.4. Is responsible to continuously maintain and balance the UMRAC checking account, retaining all receipts for expenditures and deposits.

5.3.5. Is responsible for submitting a final financial “close-out” report of each annual Regional Activity, for inclusion in the UMRAC Chairperson’s Report to be submitted at the next meeting of the UMRSC.

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6. NOMINATIONS AND ELECTIONS:

6.1. The Chairperson of the UMRAC shall be chosen by the UMRSC during the July RSC, for a one-year term.

6.1.1. A Chairperson-nominee shall be selected for the position by vote the UMRAC and nominated at the RSC by the outgoing UMRAC Chairperson.

6.1.2. It is suggested that the nominated Chairperson shall have served as the UMRAC Vice-Chairperson for the year immediately preceding their nomination as Chairperson.

6.1.3. No UMRAC Chairperson shall serve more than two (2) consecutive terms as Chairperson.

6.2. Election of all other UMRAC officers shall take place at the first UMRAC meeting immediately following the July UMRSC. It is suggested that, to be elected to each respective office, the Vice-Chairperson, **Spiritual Refreshment Chairperson**, Treasurer and Secretary shall have attended at least four (4) consecutive UMRAC meetings prior to their nomination.