

**GUIDELINES OF THE UNITED WASATCH  
AREA SERVICE COMMITTEE OF  
NARCOTICS ANONYMOUS**

**ARTICLE I**

Section 1. The name of this committee shall be the United Wasatch Area Service Committee of Narcotics Anonymous (UWASCNA)<sup>1</sup>.

**ARTICLE II  
PURPOSES**

Section 1. Our purpose is to unify and support the groups in the following ways:

- a. To provide a forum to voice concerns and to share experience.
- b. To establish standing sub-committees and create ad-hoc committees.
- c. To act as a liaison between UWASCNA and the regional, zonal and world service bodies.

Section 2. We will uphold the 12 Traditions and 12 Concepts and will also find guidance in the Guide to Local Services.

**ARTICLE III  
PARTICIPANTS**

Section 1. Members and Participants

- a. Any Narcotics Anonymous group expressing a desire to join the area and not belonging to another area may do so.
- b. This committee consists of two categories of participants: (1) voting and (2) non-voting.
  - i. Voting participants of the UWASCNA are the Group Service Representatives (GSRs), or in their absence, the alternate Group Service Representative (Alternate-GSR).
  - ii. Non-voting members include officers of the ASC and other NA members in attendance.
- c. No member may hold more than one area position at a time.
- d. A voting participant may represent only one group at a single ASC meeting.
- e. Any member of Narcotics Anonymous may participate in debate and discussion.
- f. It is the responsibility of all voting participants to attend all regular and special meetings of UWASCNA.

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<sup>1</sup> In this document, the UWASCNA body is sometimes referred to as “The ASC” or “ASC” (both of which mean “Area Service Committee”).



## **ARTICLE IV**

### **Proposals and Voting**

#### **Section 1. UWASCNA Make a Decision (Procedure)**

- a. Officers and voting members may bring proposals to the ASC.
- b. The chairperson reads the proposal to the ASC.
  - i. Proposals must have a second by a GSR
  - ii. Proposals may be submitted to the ASC at any point before or during the regular ASC meeting, though it's suggested that motions be submitted before the start of business.
- c. The maker of the proposal speaks to the intent of the proposal.
- d. The chair opens the floor for clarifying questions about the proposal.
- e. The chair opens the floor for concerns about the proposal. The proposal may be changed with a friendly amendment (agreed to by the originator of the proposal). The chair ensures that all concerns are heard and addressed.
- f. Any voting member can ask that the ASC table the proposal. *A request to table a proposal triggers an immediate vote requiring a simple majority to pass.*
- g. After concerns have been heard, the chair or a voting member may request a vote. The service body makes a decision on the proposal by a show of hands.
  - i. Favoring
  - ii. Opposed
  - iii. Abstaining
- h. For a proposal to pass:
  - i. Guideline-changing proposals require a three-quarter majority.
  - ii. Non-guideline-changing proposals require a simple majority.

#### **Section 2. Proposal Withdrawals, Calls for Votes, and Referrals to Subcommittees**

- a. The maker of the proposal has the ability to withdraw the proposal at any time during the decision-making procedure. At any time during the decision-making procedure, any GSR or the Chairperson can suggest that the ASC come to a vote. At such a time, the chair will determine if all concerns have been heard and addressed. Following this determination, the ASC will come to a vote according to (IV.1.G).
- b. At any time during the decision-making procedure, any voting member or ASC committee member can suggest that we “refer the proposal to committee.” At such a time, the ASC will conduct a vote according to (IV.1.G) to determine whether or not a subcommittee should revise and/or decide the proposal.

#### **Section 3. UWASCNA Voting Definitions**

- a. Quorum – Defined as at least 50% of the total number of active groups on the roll. Quorum is established during roll call. During the ASC meeting, if the chair deems it appropriate or if a group requests reconsideration, the chairperson may initiate another roll call to establish (or revise) the quorum determination.



- b. In the event that quorum is not established:
  - i. New Business motions affecting guidelines, regional, and world motions will be tabled for one month.
  - ii. Groups in attendance will decide other motions.
- c. Group Inactivity: A group is deemed inactive if it does not have GSR or Alternate-GSR representation for two consecutive UWASCNA meetings. Groups re-acquire active status once it has GSR or Alternate-GSR representation at roll call again. A group deemed inactive is not necessarily removed from the meeting list or removed from roll call.
- d. Favoring – A participant supports the proposal, all things considered.
- e. Opposed – A participant does not support the proposal, all things considered.
- f. Abstaining – A participant is choosing not to vote. An abstention does not count in the tallying of favoring/opposing votes.
- g. Table a proposal – when a proposal is tabled, the GSRs take the proposal back to their groups and the proposal is added to the following month’s agenda under “old business.”
- h. Simple Majority – 50%+1 of the in favor of / opposed to votes
- i. Three-quarter Majority – at least  $\frac{3}{4}$  majority of members present at the time of the vote

## **ARTICLE V**

### **ELECTION OF OFFICERS & SUB-COMMITTEE CHAIRS**

#### **Section 1. Officers and Sub-Committee Chairs in UWASCNA:**

- a. Officers of the ASC: Chairperson, Vice-Chairperson, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer, Region Committee Member (RCM), Alternate-RCM.
- b. Sub-committee chairs: Hospitals & Institutions (H&I), Public Relations (PR), Activities, Outreach, Literature, Area Convention Chair, and New Year’s Event Chair.
- c. Note that the Area Convention Chair and the New Year’s Event Chair can be the same member, and the election to these positions is contingent upon a yearly vote as described in Article XIII-C-1.

#### **Section 2. Elections:**

- a. Elections of officers and sub-committee chairpersons are held every year in December. Those elected to service will begin their terms in January of the following year.
  - i. Sub-committees with guidelines may elect their own chairs; such elections need to be confirmed by a majority vote at the ASC.
- b. A term of service is one year.
- c. No officer or sub-committee chair may serve more than two consecutive terms in the same office. Following a one-year absence from that position, a member is eligible again to run for that position.
- d. No ASC member may hold more than one position simultaneously. “Position” here includes voting and non-voting member roles.
- e. After any ASC vacancy occurs, an announcement of the vacancy should be taken



back to the groups and the vacancy will be added to old business.

- f. A proposal to waive a clean-time suggestion is a proposal to suspend guidelines. A passing  $\frac{3}{4}$ -majority vote will be required to waive the clean-time suggestion.

## **ARTICLE VI**

### **REMOVAL/RESIGNATION OF OFFICERS**

#### **Section 1. Removal**

- a. A UWASCNA officer will be removed from their position under the following circumstances (note that circumstance *i* does not require a vote):
  - i. Relapse
  - ii. Negligence of duties
  - iii. Discussion and vote by the ASC
  - iv. Absence from two regular UWASCNA meetings without prior notification to an area officer.

#### **Section 2. Resignation**

- a. It is suggested that any officer or subcommittee chairperson with intent to resign their position provide written notice as soon as possible to the ASC chairperson.

## **ARTICLE VII**

### **REQUIREMENTS AND DUTIES OF OFFICERS AND SUB-COMMITTEE CHAIRS**

#### **Section 1. Chairperson:**

##### **a. REQUIREMENTS**

- i. Willingness to serve.
- ii. Suggested minimum of 3 years clean time.
- iii. Service experience at the Group, Area or Regional level.
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA service.
- v. Time and commitment to fulfill the duties of this service position.
- vi. Understanding of and commitment to abide by these Guidelines.

##### **b. DUTIES**

- i. To attend all regular and special UWASCNA meetings.
- ii. To open and facilitate the meeting at the appointed time.
- iii. To expedite business in accordance with the 12 Traditions, 12 Concepts, and ASC guidelines.
- iv. To appoint all UWASCNA ad-hoc committees and ad-hoc committee chairs.
- v. To sign all contracts entered into by the UWASCNA or subcommittees.
- vi. On the occasion of a 50/50 tie in an ASC vote, the chairperson may:
  - 1. Cast a tie-breaking vote.
  - 2. Send the proposal back to the groups and add it to old business



for the following month's ASC agenda.

Section 2. Vice Chairperson:

a. REQUIREMENTS

- i. Willingness to serve.
- ii. Suggested minimum of two (2) years clean time.
- iii. Service experience at the Group, Area or Regional levels.
- iv. Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of Service.
- v. Time and commitment to fulfill the duties of this service position.
- vi. Understanding of and commitment to abide by these Guidelines.

b. DUTIES

- i. To attend all regular and special UWASCNA meetings and to assist the chairperson as needed.
- ii. To serve as chairperson in the absence of the ASC chairperson.
- iii. Liaison between all sub-committees to assure proper cooperation of responsibilities.
- iv. To be a co-signer of the UWASCNA bank account.
- v. To be familiar with and to communicate the message of the ASC guidelines at all ASC meetings.
- vi. To maintain ASC guidelines, ensuring that they contain all amendments.
- vii. To serve as temporary Sub-Committee Chair of Sub-Committees(s) without a chairperson until such time as the ASC body fills the vacancy.

Section 3. Secretary

a. REQUIREMENTS

- i. Willingness to serve.
- ii. Suggested minimum of 2 years clean time.
- iii. Service experience at the group, Area or Regional level.
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.
- vi. Understanding of and commitment to abide by these Guidelines

b. DUTIES

- i. To attend all regular and special UWASCNA meetings.
- ii. In the absence of the Chairperson, the Vice-Chairperson or the RCMs, to call the meeting to order and preside until immediate election of a temporary chairperson.
- iii. To keep minutes of all proceedings of the ASC.
- iv. To keep on file all ASC reports, guidelines, files, and archives.
- v. To maintain the ASC member list.
- vi. To read the minutes of the previous ASC meeting at each ASC.
- vii. To make minutes and records available to NA members upon request.
- viii. To furnish committees and sub-committees with whatever documents are required for the performance of their duties.



- ix. To notify the participants of each special meeting, utilizing such notification as is agreed upon by the ASC.
- x. To type and mail/e-mail the correspondence of the ASC as required.
- xi. To prepare and distribute the agenda for each upcoming ASC meeting.
- xii. To email monthly meetings to area officers, subcommittee chairs, GSRs, and GSR Alternates an electronic copy of minutes no less than one week prior to monthly UWANA Area Service Committee. Only five (5) paper copies of the monthly minutes will be provided at the Area Service committee meeting each month.

#### Section 4. Treasurer

##### a. REQUIREMENTS

- i. Willingness to serve.
- ii. Suggested minimum of 3 years clean
- iii. Service experience at the Group, Area or Regional levels.
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.
- vi. Understanding of and willingness to abide by these Guidelines.
- vii. Suggested to have experience with Excel, bookkeeping, accounting or any other financial record keeping.

##### b. DUTIES

- i. To attend all regular and special ASC meetings.
- ii. To be the custodian of the ASC funds
- iii. To distribute ASC funds as necessary, in accordance with the approved ASC budget, when the funds are available.
- iv. To make a monthly financial report to the ASC:
- v. To make financial records available to NA members for auditing and viewing upon request.
- vi. To make a full financial report at the end of an ASC term. (see Article XIV, Sec. 4, Sub. h.)
- vii. To be a co-signer of the UWASCNA bank account.

#### Section 5. Vice Treasurer

##### a. REQUIREMENTS

- i. Willingness to serve.
- ii. Suggested minimum of 2 years clean time.
- iii. Service experience at the Group, Area, and/or Regional levels.
- iv. Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.
- vi. Willingness to take over the Treasurer chair position the following year.
- vii. Understanding of and willingness to abide by these Guidelines.

##### b. DUTIES



- i. To attend all regular and special UWASCNA meetings.
- ii. To learn the Treasurer position.
- iii. To assist the current Treasurer on all Treasurer duties (see Treasurer duties in previous section: Article VII, Section 4, Subsection b).
- iv. In the absence of the Treasurer at the UWASCNA meeting, perform duties of the Treasurer.
- v. To be a co-signer on the UWASCNA bank account.

Section 6. Regional Committee Member (RCM)

a. REQUIREMENTS

- i. Willingness to serve.
- ii. Suggested minimum of 3 years clean time.
- iii. Service experience at the Group, Area or Regional levels
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.
- vi. Understanding of and willingness to abide by these Guidelines.

b. DUTIES

- i. To attend all regular and special ASC meetings.
- ii. To serve as the chairperson in the absence of the Chairperson and Vice-Chairperson.
- iii. To attend all Regional Service Committee meetings and to represent the ASC at each of those meetings.
- iv. To make a written report to the assembly at the regular ASC meetings that follow each RSC meeting; such reports will (a) cover the business of the previous RSC meeting and (b) communicate all regional and world motions to the groups.
- v. To facilitate registration of virtual groups with the World Service Office (WSO).
- vi. To facilitate registration and update contact information of ASC with the WSO each January and whenever needed.
- vii. To coordinate mail pickup and distribution from PO Box that is shared with the RSC.

Section 7. Alternate Regional Committee Member (Alt-RCM):

a. REQUIREMENTS

- i. Willingness to serve.
- ii. Suggested minimum of 2 years clean time.
- iii. Service experience at the Group, Area or Regional levels.
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.
- vi. Understanding of and willingness to abide by these Guidelines.

b. DUTIES



- i. To attend all regular and special UWASCNA meetings.
- ii. To attend all Regional Service Committee meetings and to represent the ASC each of those meetings.
- iii. In the absence of the RCM, to perform the duties of the RCM.

## Section 8. Literature Chair

### a. REQUIREMENTS

- i. Willingness to serve.
- ii. Suggested minimum of 2 years clean time.
- iii. Service experience at the Group, Area, or Regional levels.
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.
- vi. Understanding of and willingness to abide by these Guidelines.

### b. DUTIES

- i. To attend all regular and special UWASCNA meetings.
- ii. To attend all regular and special meetings of sub-committee that they chair.
- iii. To give a monthly report, to the ASC, of the proceedings of the sub-committee that they chair.
- iv. To submit records for an audit of the sub-committee in which they chair, as requested by the ASC.
- v. To conduct an annual inventory and audit (see Article XIV, Sec. 4, Sub. e).
- vi. To order and maintain a supply of literature to meet the area needs.
- vii. To be a co-signer of the UWASCNA bank account.

## Section 9. Literature Vice Chair

### a. REQUIREMENTS

- i. Willingness to serve.
- ii. Suggested minimum of 1-year clean time.
- iii. Service experience at the Group, Area, or Regional levels.
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.
- vi. Understanding of and willingness to abide by these Guidelines.
- vii. Willingness to take over the Literature chair position the following year.

### b. DUTIES

- i. To attend all regular and special UWASCNA meetings.
- ii. To attend all regular and special meetings of Literature sub-committee.
- iii. In the absence of the Literature Chair at the UWASCNA meeting, perform duties of the Literature Chair.



**Section 10. Sub-committee Chairs (including New Year’s Event and UWANA Convention)**

**a. REQUIREMENTS**

- i. Willingness to serve.
- ii. Suggested minimum of 1-year clean time.
- iii. Service experience at the Group, Area or Regional level.
- iv. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service.
- v. Time and commitment to fulfill duties of this service position.
- vi. Understanding of and willingness to abide by these Guidelines.

**b. DUTIES**

- i. To attend all regular and special UWASCNA meetings.
- ii. To attend all regular and special meetings of sub-committee that they chair.
- iii. To give a monthly report, to the ASC, of the proceedings of the sub-committee that they chair.
- iv. To submit annual budget, to conduct a monthly reconciliation of actual versus budgeted, with the Treasurer.
- v. To submit records for an audit of the sub-committee in which they chair, as requested by the ASC.
- vi. To submit budget and suggested guidelines to be approved by the ASC.

**ARTICLE VIII  
MEETINGS**

**Section 1.** Regular meetings of the UWASCNA will be held on the third Sunday of every month at 5pm.

**Section 2.** Special meetings of the UWASCNA may be called by the Chairperson of the UWASCNA, and should be called upon written request of any member of the ASC. The purpose of special meetings requested by members of the UWASCNA shall be stated in writing. No business other than that which is stated will be conducted at the special meeting. The special meeting of the UWASCNA should be held within 30 days of the written request.

**Article IX  
ASC Agenda**

**Section 1.** Agenda will follow attached Schedule A. Changes to agenda must be agreed upon by the officers of the UWASCNA.

**ARTICLE X  
STANDING SUB-COMMITTEES**



- Section 1. Standing sub-committees may include, but are not limited to: Public Information, Hospitals & Institutions, Literature, Activities Committee, and other standing sub-committees that are deemed necessary to perform the work of the ASC. Sub-committees will be formed upon the approval of the member- groups of the ASC. At the inception of these standing sub-committees, the voting members of the ASC will elect a chairperson. Subsequent officers of each standing sub-committee will be elected by the sub-committee membership, in accordance with their guidelines.
- Section 2. All standing sub-committees of the UWASCNA should create and adopt guidelines that are consistent with the *Guide to Local Service*, the *Twelve Traditions of Narcotics Anonymous* and the best information available from the World Service Conference in the form of WSC approved handbooks and guidelines.
- Section 3. The guidelines of each sub-committee are subject to review and approval by the UWASCNA as a whole.

#### **ARTICLE XI**

##### **AD-HOC COMMITTEES**

- Section 1. The Chairperson of the UWASCNA has the responsibility to appoint Ad-Hoc Committees and/or Chairpersons. Ad-Hoc committees are created only to fulfill specific and special functions that arise from time to time. The Chairperson of the ASC will designate specifically the purpose and duration of existence.

#### **ARTICLE XII**

##### **AMENDMENT OF GUIDELINES**

- Section 1. Excluding the chairperson, any UWASCNA member may propose amendments and additions to the UWASCNA guidelines. The proposals must be submitted in writing (exact wording) to the ASC Chairperson at the regular UWASCNA meeting. Any such proposals should be heard and clarified in accordance with Article IV, and sent to the groups for review, in order for the UWASCNA to hold a vote at the following month's meeting.
- Section 2. The amendment will go into effect immediately upon its adoption unless otherwise specified in the amendment.

#### **ARTICLE XIII**

##### **SPECIAL EVENTS**



## Section 1. New Year’s Event and Area Convention

- a. The New Year’s and Convention events are yearly events, which the ASC will facilitate.
- b. These events should occur annually, and each should maintain its own sub-committee tasked with facilitation of each event.
  - i. Sub-Committee Arrangement: There should be two standing sub-committees tasked with facilitation of these events. Nominations and elections for the sub-committee chairs should be held in January for the New Year’s Event and in the month immediately following the Convention (typically held between July and September annually).
  - ii. The two committees that facilitate these events should be run in accordance with Article X (“Standing Sub-Committees”).
  - iii. With regard to electing trusted servants to facilitate the standing committees which handle these two events, refer to Article VII Section 10 of these guidelines (“Requirements and Duties of Officers and Subcommittee Chairs”).
  - iv. Budget: Each event is responsible for preparing, maintaining, and reconciling an annual budget, including projected expense and income from all sources. Details are provided in Article XIV Financial Management .

## ARTICLE XIV FINANCIAL MANAGEMENT

### Section 1. BUDGETING

- a. The ASC will utilize an annual budgeting process running from January 1 – December 31. Budgeting will assist the ASC in planning, managing, and reconciling the ASC’s finances. The budget will reflect all sources of income and expenses.
- b. The budget will also be subdivided into each sub account for Literature, Area Convention, New Year’s Eve, and General (which includes everything else). Each set of accounts will contain their income, expenses, and transfers.
- c. The budget will be subdivided by the month of anticipated income and expenses.
- d. The Treasurer will provide a budget template to ASC officers and subcommittee chairs at August ASC meeting to initiate the creation of a budget for the next year. The template will include:
  - i. Budget for the previous year, along with actual income and expenses
  - ii. Budget for the current year / year-to-date, along with actual income and expenses
  - iii. Space to identify a proposed budget for next year.
- e. The subcommittee chair or other person assigned by the Treasurer will be the single point of accountability for all budget items. They will review, update the budget template to reflect goals for the following year, and then return to Treasurer at or before the September ASC meeting. They will present their budget within their subcommittee report at the September ASC. They will also be responsible for



managing their current year's budget and if necessary, request modifications when needed. The Treasurer may not be single point of accountability for any expense items on the Budget.

- f. The Treasurer will collect and compile into a draft budget that will be presented for review at the October ASC meeting.
- g. The ASC will vote on the budget at the November ASC meeting and approve with a simple majority vote.

## Section 2. Income and Funding

- a. The primary source of income for UWASCNA is home group donations and these funds will be managed responsibly.
- b. Literature, Area Convention, and New Year's Eve event are expected to be self-supporting from the event or services they provide.
- c. Supplemental funding for Literature, Area Convention and New Year's Eve accounts may be transferred from the General accounts if approved by ASC and in the budget.
- d. Allocated funds will be held for Area Convention and New Year's Eve events after annual inventory and audit. This will provide seed funding for the next event.
  - i. The Area Convention event will retain allocated funds of up to \$4,500.
  - ii. The New Year's Eve event will retain allocated funds of up to \$2,250
  - iii. Money in excess of allocated funds will be transferred to General accounts
- e. Literature will maintain an inventory of \$1,500 - \$2,500.
- f. A prudent reserve will be held that is equal to three months of regular bills which will include but not limited to rent, phone line, bank charges, storage unit, and supplies (Current month plus next two months).
- g. Each single point of financial accountability is responsible for providing the Treasurer with all the income information, receipts, and actual funds no later than the next ASC meeting.
- h. The use of Square or other digital payment gateways for income is allowed. The Treasurer maintains these payment accounts.
- i. Sources of income and holdings: any funds accumulated from group donations and other sources of income will be maintained in the UWASCNA checking account.

## Section 3. Expenses and disbursements

- a. The approved annual budget will serve as a guide for the payment of expenses.
- b. It is not necessary for money to be spent in the budgeted month and unspent money will be available in subsequent months of the same budget year. It is also possible to spend money in advance up to the amount approved by the ASC for the current budget year. However, accurate and prudent budget management is encouraged.
- c. Expenses in excess of the annual budget must receive ASC approval (preferably in advance). Approved changes will be reflected in a modified budget that contains an approval date (i.e. 2026 Budget as approved 11/16/2025).
- d. Rent will be paid in the amount negotiated with the facility at which our meetings are held.
- e. It is preferable for UWASCNA expenditures to be paid by a check/debit card tied to



the UWASCNA checking account. Cash may also be used where prudent and recorded.

- f. In the event a check is made payable to one of the authorized signers of the UWASCNA bank account, the payee is not authorized to sign the check.
- g. Each single point of financial accountability will need to provide the Treasurer with bills, invoices, receipts or other documentation that the Treasurer finds acceptable, to use their budgeted funds. These should be delivered no later than the next ASC meeting.
- h. The Treasurer, at their discretion, may make a cash advancement to the single point of financial accountability so long as receipts are provided within a month. Unused funds will be returned to the Treasurer within a month.
- g. Quarterly ASC income will be reconciled with the quarterly ASC budget. Excess funds will be donated to Region and World in a 50/50 split. Quarterly budget shortfall will be recorded and carried over into the next quarter. Regional or World donations may not continue until the shortfall has been recouped.

#### Section 4. Reporting, Auditing, and Record Keeping

- a. Ledgers and journals will always be maintained by the Treasurer, preferably on a shared drive that is accessible to the Treasurer, Alternate Treasurer, and Webmaster.
- b. A monthly report will be provided by the Treasurer for inclusion in the ASC minutes. This report will be as of the end of the preceding month (i.e., the July ASC report would reflect finances as of the end of June).
- c. The monthly report will include at a minimum:
  - i. Actual income, expenses and transfers by account for the past month and year to date.
  - ii. Comparison of actuals to budget
  - iii. Reconciliation with the checking account
  - iv. Communicate anomalies that could impact UWASCNA ability to meet financial obligations
  - v. Recommend budget changes that need to be made.
- d. The Treasurer will retain receipts, invoices or other records to correlate with all expenses paid.
- e. Literature will have an annual inventory and audit each June
  - i. This will be conducted by three or more members including the Literature Chair, Literature Vice Chair and at least one independent area member as assigned by the UWASCNA Chair.
  - ii. Inventory value will be calculated based on current replacement value.
- f. Area Convention will have an inventory and audit within 28 days of the event.
- i. This will be conducted by three or more members including the Convention Chair, Convention Treasurer, and at least one independent area member as assigned by the UWASCNA Chair.
- g. New Year's Eve event will have an annual inventory and audit each January.
- i. This will be conducted by three or more; including the Event Chair, Event Treasurer, and at least one independent area member as assigned by the UWASCNA Chair.
- h. There will be an annual audit of all accounts and full year reconciliation of all



accounts no later than February and reported to UWASCNA no later than March

- i. This will be conducted by three ASC members as designated by the ASC Chair. Also, in attendance to answer questions will be the Treasurer and Vice Treasurer.
  - ii. The audit shall examine the following:
    - a. Receipts
    - b. bank statements/deposit slips
    - c. Treasurer's reports
    - d. Checkbook
- I. A printed copy of the annual audit that contains a budget reconciliation along with all related receipts, invoices and other records will be boxed by year and stored in the ASC storage unit for at least five years.
- j. An audit can be requested by any area member and will be performed if the request is approved by a  $\frac{3}{4}$  majority vote of the ASC. The chair will appoint an ad hoc committee to perform the audit.

#### Section 5. Storage Unit

- a. UWASCNA will maintain a storage unit. The lease will be reviewed annually by the ASC Chair or their designee and be part of the General accounts budget.
- b. The storage unit contents are the property of the UWASCNA, and the UWASCNA will only maintain one storage at a time, if at all.
- c. The storage unit shall only be used for items owned by the UWASCNA or its subcommittees.
- d. At least two keys to the unit should be available, with one being held by a UWASCNA Officer (i.e., ASC Chairperson, ASC Vice Chairperson, ASC Secretary, ASC Treasurer, or RCM). The second key must be in the possession of the Literature Chair.