

**NORTHERN CALIFORNIA
WORLD SERVICE COMMITTEE
(NCWSC) GUIDELINE**

**Revisions Approved by the NCWSC:
2/98, 5/98, 2/99, 10/99**

Northern California World Service Committee (NCWSC) Guideline

Table of Contents	2
I. Purpose of the Guideline	3
II. Not a Replacement of the Bylaws or Service Manuals	3
III. Responsibility to Review, Revise, and Distribute this Guideline	3
A. Review and Revisions.....	3
B. Distribution and Maintenance.....	3
IV. Voting Members of NCWSC	3
V. Non-Voting Members of NCWSC	4
VI. Meetings of the NCWSC	4
A. Number of meetings per year.....	4
B. Time and location of meetings.....	4
C. Special committee meetings.....	4
D. Conduct of NCWSC meetings.....	4
E. Agenda.....	4
F. Voting Procedures.....	4
G. Voting Members.....	7
H. Right to a Voice.....	7
I. Asking for a Consensus.....	7
VII. Definition of Districts	7
A. Responsibility.....	7
B. Numbering of Districts.....	7
C. Assignment to a Section.....	7
D. Changing District Borders.....	7
VIII. Sections and Changing Borders of Sections	7
A. Definition of Sections.....	7
IX. Executive Committee (EC)	8
A. Composition of the EC.....	8
B. Election to the EC.....	8
C. Filling of Vacancy.....	8
D. Other EC Guidelines.....	8
X. Expenses of NCWSC Members	9
A. Principle of Reimbursement.....	9
B. Members Eligible for Reimbursement.....	9
C. Normal Travel Expenses.....	9
D. Normal Office Expenses.....	10
E. Expense Reports.....	10
F. Approval of Expenses.....	10
G. Advances.....	10
H. Changes in Authorized Travel Expenses.....	10
I. Submission of Expenses.....	11
J. Project and Capital Expenses.....	11
K. Replacement of Capital Equipment.....	11
XI. Information about NCWSC Members	11
XII. Budget	11
XIII. AI-Anon Problems and Concerns	12
A. Who May Submit Problems and Concerns.....	12
B. Area Concerns.....	12
C. Worldwide Concerns.....	12
D. Ask-It-Basket.....	12
XIV. Duties and Responsibilities of NCWSC Members	12
Appendix A – Forms	
Appendix B - Guidelines	

Northern California World Service Committee (NCWSC) Guideline

I. Purpose of this Guideline

The purpose of this guideline is to place into a single document those decisions made by present and previous committees that affect the operation of the NCWSC. It is also the intention of this document to describe the functions of meetings of NCWSA and NCWSC. This guideline contains Appendix A. which contains forms used in the conduct of the NCWSC business and Appendix B. which contains guidelines pertaining to the Duties and Responsibilities of NCWSC Members.

II. Not a Replacement of the Bylaws or Service Manuals

It is not the intent of this guideline to be a replacement for the use of the NCWSA Bylaws or the AFG Service Manuals by the NCWSC. This guideline is intended to explain how to implement the Bylaws and the Service Manuals. In the event that confusion might occur between this guideline and the Articles or Bylaws, resolution should be reached by modifying this guideline. Where the practice of the AFG Service Manuals is different from this guideline, it is up to the informed group conscience of the committee to deviate from the Service Manual or to change the guideline, as the Committee chooses.

III. Responsibility to review, revise, and distribute this Guideline

A. Review and Revisions:

1. Any member of the NCWSC may request that the NCWSA Chairperson place a requested change to this guideline on the NCWSC agenda.
2. Appendix A and B are the responsibility of individual members of the NCWSC.
 - a. Changes to Appendix A and/or B will be sent to the Chairperson by the person making the change as well as to the Bylaws Coordinator for distribution.

B. Distribution and Maintenance:

1. Once approved by the NCWSC, this guideline will be distributed to each member of the NCWSC.
2. The Bylaws and Insurance coordinator is responsible:
 - a. For the maintenance of this guideline;
 - b. For assuring that each member receives revisions after they are approved,
 - c. To distribute copies to each new member of the NCWSC.
 - d. The Coordinator may also distribute this guideline to other AI-Anon members who request a copy and may charge a reasonable fee for the cost of this copy.

IV. Voting members of the Northern California World Service Committee.

Voting members of this committee are listed in Article VIII. Section 1 of the Bylaws of the Northern California World Service Area of AFG. Inc.

A. Delegate.

B. Officers:

1. Alternate Delegate, Chairperson, Treasurer, and Secretary.

C. Coordinators:

1. Alateen, Archives, Bylaws and Insurance, Convention, Group Records, Institutions, Literature, NCWSA Newsletter Editor (or *12 Stepper Editor*), Public Information/ Cooperating with the Professional Community and Non-English Speaking.

D. District Representatives:

1. A representative from each District.

E. Information Services Liaison:

1. Any Information Service or Intergroup which serves more than one district may send a liaison to the NCWSC.
2. Current Information Services which are eligible for membership are:
 - a. Santa Clara Valley Intergroup.

Northern California World Service Committee (NCWSC) Guideline

- b. District 6 - 10 Intergroup.
- c. Hispanic Intergroup.

- F. Alateen Liaison.
- G. Immediate Past Delegate.
- H. Executive Committee members not otherwise members of NCWSC.

V. Non-Voting members of the Northern California World Service Committee

- A. Committee Chairpersons:
 - 1. NoCAC, Convention, Long Range Planning, Ad-Hoc Committee's.
- B. Past Delegates.

VI. Meetings of the NCWSC Committee

- A. Number of meetings per year:
 - 1. Currently, the NCWSC meets three (3) times per year.
- B. Time and Location of meetings:
 - 1. Meetings are usually held on the Friday night and Saturday of a weekend in February, May and October. Scheduling is subject to availability of affordable meeting places.
 - 2. Meetings are held at a location recommended by the NCWSC and determined by the Chairperson in accordance with the procedure outlined here. Each District in a particular NCWSA Section is encouraged to submit a bid form. (see Appendix A) which identifies for the committee the information necessary, including date, location, availability of hotel accommodations and restaurants, so that an informed group conscience may be completed. It is the responsibility of the Chairperson to identify the Section responsible for the meeting
- C. Special committee Meetings:
 - 1. The Chairperson may call a special NCWSC meeting by notifying the members of the NCWSC in person, in writing or by telephone at any time for any specific purpose.
- D. Conduct of NCWSC Meetings:
 - 1. The Chairperson calls and chairs all meetings of the NCWSC and NCWSA.
- E. Agenda:
 - 1. The agenda is prepared by the Chairperson and submitted to each member prior to the meeting. A sample agenda is listed in Appendix A.
 - 2. Who may submit agenda items:
 - a. Any member of the NCWSC may request that the Chairperson place an item on the committee's agenda.
 - b. AI-Anon members are encouraged to bring area or international concerns through their group, district, Literature Distribution Center, Information Service, and/or Intergroup using the Service Manuals as their guide. In this way, the concerns may be discussed at the group, district, Literature Distribution Center, Information Service and/or Intergroup levels prior to bringing them to the NCWSC or Assembly.
 - c. The Assembly may delegate any concern to the NCWSC for a proposed solution.
- F. Voting Procedures:
 - 1. Right to change procedures
 - a. The NCWSC has the right to establish and change the voting procedures for its own meetings. The NCWSC may use recommendations as suggested in the Service Manuals.
 - 2. How Motions are Developed.

Northern California World Service Committee (NCWSC) Guideline

- a. From time to time, items of interest to all are discussed by the NCWSC. When the conscience of the NCWSC indicates a specific motion is in order, any member of the NCWSC may submit a motion to the Chairperson on an Assembly Motion Form. (See Appendix A). It is the responsibility of the Chairperson to determine whether the motion is appropriate to the subject under discussion.
3. Types of motion
 - a. Motion for an action:
 - i Discussion may occur on a general topic before a motion is introduced. This allows various thoughts to be expressed and allows the participants to focus their energy towards a specific solution without restricting the discussion.
 - (a) Once a motion is made, the discussion is limited to the matters identified by the motion.
 - (b) The Chairperson, upon the conclusion of a reasonable time, may request that the discussion cease and a vote be taken.
 - b. Motion to table a motion on the floor:
 - i During a discussion of a motion on the floor, any member may place a motion to table that motion.
 - (a) At this point, discussion stops, since a motion to table takes precedence over the motion on the floor.
 - (b) A motion to table a motion on the floor is not discussed.
 - (c) Once made and seconded, the Chairperson immediately prepares for a vote on the motion to table.
 - (d) Upon a majority agreeing to the motion to table, discussion of the motion on the floor stops and the next order of business is taken up.
 - (e) A tabled motion may be recalled to the floor at any time.
 - c. Motion to call for the vote, also called "call for the question"
 - i During a discussion of a motion on the floor, any member may place a motion to call for the vote on the floor.
 - (a) At this point, discussion stops, since this motion takes precedence over the motion on the floor.
 - (b) A motion to call for the vote is not discussed.
 - (c) When made and seconded, the Chairperson prepares for a vote on the motion to call for the vote.
 - (d) Upon a 2/3 majority agreeing to the motion to call for the vote, the matter under discussion stops and the Chairperson calls for a vote on the motion on the floor in the usual manner.
 - (e) If the motion to call for the vote fails, discussion on the original motion continues.
 - d. Withdrawing a motion on the floor:
 - i Any person making a motion or the second may withdraw their motion
 - (a) At this point, business continues without additional discussion of the motion.
 - e. Motion to challenge a Chairperson's action:
 - i If any action of the chairperson is in dispute, a motion may be made and seconded to challenge the Chairperson's action. Upon a majority agreeing to the motion, the Chairperson's action is rescinded.
 - f. Motion to adjourn:
 - i When a motion to adjourn is made and seconded, a 2/3 majority is needed to adjourn the meeting.
4. Discussion of the Motion.

Northern California World Service Committee (NCWSC) Guideline

- a. The Chairperson invites all members of the NCWSC to participate.
 - i All comments are to be made at a microphone
 - ii Only one motion may be discussed at a time.
 - iii If the motion as stated is unclear, the Chairperson may ask originators to reword it.
 - iv The Chairperson, or any other NCWSC member present, may ask to have the discussion held at another time. At which time a motion to table may be introduced.
 - v At each NCWSC meeting, the NCWSC may decide to limit discussion to two minutes with one time at the microphone per person per motion.
5. Voting
 - a. The Chairperson asks the Secretary to reread the motion.
 - b. The Chairperson calls for the vote. If there is an objection to the Chairperson's calling for the vote, a motion to call for the vote may be introduced.
 - c. Unless otherwise required by the Bylaws, a majority vote of the voting members present is required to carry a motion: however, we strive to abide by the Third Warranty principle: "That all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity."
 - i Here on the one hand we erect a safeguard against any hasty or overbearing authority of a simple majority: and on the other hand take notice of the rights and the frequent wisdom of minorities, however small. This principle further guarantees that all matters of importance will be extensively debated, until a really heavy majority can support every critical decision we are called upon to make in the Committee.
 - ii The Committee vote would thus speak with authority and confidence beyond which a simple majority would confer. If any persons remain in opposition, they are likely to be better satisfied because their views have had a full and fair hearing. The practical and spiritual results of substantial unanimity will make itself evident.
 - d. Voting may be either open or closed. Any member of NCWSC may request that a vote be closed and the request will be granted.
6. Open Voting
 - a. With the exception of Elections, voting at NCWSC meetings is usually Open Voting.
 - i The Chairperson asks those in favor to stand.
 - ii The Chairperson then asks those opposed to stand
 - iii The Chairperson then asks those who abstain to stand.
 - iv If, in the opinion of the Chairperson, there is no substantial unanimity, the Chairperson may request a count-off.
 - v The vote is announced by the Chairperson and recorded by the Recording Secretary.
7. Closed Voting
 - a. Closed balloting is required for any election. Paper ballots are distributed to each voting member who then writes the name of their choice on the ballot.
 - i Ballots are collected and tallied by non-voting persons selected by the Chairperson.
 - ii When a person is elected, the election result, but not the actual vote count, is announced by the Chairperson and recorded by the Secretary.
8. Rescinding a vote
 - a. Occasionally, following a vote on a motion (not necessarily within the same hour), the NCWSC may want to negate or alter its earlier decision.
 - i Any voting member who wishes to change their previous vote may request more discussion and ask that the vote be reconsidered.
 - ii If so, the same voting procedure outlined above is followed

Northern California World Service Committee (NCWSC) Guideline

G. Voting members:

1. Only members of NCWSC who are present are eligible to vote. Proxies are not allowed. Each person has a single vote, even though they may serve in two or more NCWSC positions.

H. Right to a voice:

1. Only members of NCWSC have the right of voice. The NCWSC may, at any meeting, elect to allow other members of AI-Anon to have voice for a specific issue, or for the entire meeting as it chooses.

I. Asking for a Consensus

1. At times, there is a need for a consensus from the NCWSC to obtain a sense of direction before moving forward on a project. When a consensus is requested, the Chairperson asks for a show of hands indicating a yes or no expression from the NCWSC members. Since this is not a formal vote, closed ballots are not necessary, nor will abstentions be requested.

VII. Definition of Districts.

A. Responsibility:

1. It is the responsibility of a district to determine when to request splitting into two or more districts. The Service Manuals may be used for guidance. Upon the district's decision to split, the district representative will notify the NCWSC for their concurrence. Upon the favorable vote of the Assembly, the new district(s) will begin to exist. It is the responsibility of the district representatives involved to notify the NCWSA Group Records Coordinator as to which groups have changed to the new district. (Refer to Guideline B25 Dividing a District)

B. Numbering of Districts:

1. Each new district will be numbered consecutively, beginning at the next number higher than the last district numbered. (As of 1997, the next number is 28).

C. Assignment to a Section:

1. When a district chooses to split and the split is approved by the Assembly vote, the split districts shall remain in the same section where the previous district was located. The map and these guidelines shall be updated to reflect the change of district numbers within the Section.

D. Changing district Borders:

1. Any group of districts may change their borders upon the agreement of those districts. The method of agreement is the responsibility of the districts. It is the responsibility of the District Representatives to notify the NCWSA Group Records Coordinator as to which groups have changed district as a result of the border change.

VIII. Sections and changing borders of Sections.

A. Definition of Sections:

1. A section is a portion of NCWSA, the boundaries of which are defined as containing the following districts. (A map showing the boundaries is in Appendix A).

- a. The Northern Section contains ten (10) districts including
 - i Districts 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10.
- b. The Central Section contains nine (9) districts including
 - i Districts 11, 12, 13, 14, 15, 16, 17, 25, and 26.
- c. The Southern Section contains seven (8) districts including
 - i Districts 18, 19, 20, 21, 22, 23, 24 and 27.

2. Changes in Section Boundaries:

- a. The NCWSC may propose changes in Section boundaries. The change in boundaries becomes effective upon approval of the NCWSA at a regularly scheduled Assembly.

Northern California World Service Committee (NCWSC) Guideline

IX. Executive Committee:

A. Composition of the Executive Committee:

1. The Executive Committee shall be composed of
 - a. Five (5) members of the NCWSC, as follows:
 - i Up to two of whom are a Past Delegate, Past Officer, Past District Representative or a currently serving District Representative, and
 - ii At least three of whom are currently serving as District Representatives.
 - b. The size and composition of the Executive Committee may be changed by the NCWSC and becomes effective upon approval of the NCWSA at a regularly scheduled Assembly.

B. Election to the Executive Committee:

1. Cumulative voting for the election of Executive Committee members shall not be permitted.
2. From among Past Delegate, Past Officer, Past District Representative or a currently serving District Representative:
 - a. The first two candidates to receive a majority vote of the members present at a regular meeting of NCWSC are elected.
 - b. Election shall be conducted for one candidate at a time.
 - c. Those who serve as electors on behalf of the members of NCWSA are the NCWSA Delegate, officers and District Representatives.
3. From among Currently Serving district representatives:
 - a. Selection of a Section Candidate:
 - i The district representatives of each section shall caucus prior to the meeting at which the Executive Committee election takes place, and will select a candidate from among its District Representatives to be submitted to the NCWSC.
 - ii The method of election or selection shall be up to the autonomy of the district representatives of the section present at the caucus.
 - b. Election of Section Candidates:
 - i A District Representative Executive Committee candidate, selected from each of the three sections, (Northern, Central, Southern), shall be presented to the NCWSC from their respective sections for approval by the NCWSC.
4. Re-election:
 - a. An Executive Committee member may be re-elected as long as the member meets the qualifications stated in the Bylaws.

C. Filling of Vacancy:

1. Vacated Executive Committee positions shall be filled at the next regularly scheduled NCWSC meeting to fill the remainder of the term of the committee member who vacated the office.

D. Other Executive Committee Guidelines:

1. The Executive Committee shall determine its method of operation (in accordance with the limitations of the NCWSA Bylaws) and the frequency, time and place of its meetings
2. The Executive Committee will issue its own guidelines for Executive Committee operation, selection of its own officers, and any other matter not specified in these NCWSC guidelines.
3. The Executive Committee shall have the right to change its own guidelines from time to time, except where the approval of the NCWSC or NCWSA are required by the NCWSA Bylaws or NCWSC guidelines.

Northern California World Service Committee (NCWSC) Guideline

X. Expenses of NCWSC members:

A. Principle of reimbursement:

1. It is expected that members of NCWSC are provided the funds which are required to perform their function by NCWSA. Members are expected to: request funds for their function through the budget process, encouraged to make reasonable effort to remain within the approved budget; to provide documentation requested by the Treasurer to document their expenses. Members are urged to recognize the value of the funds provided by sharing travel and hotel expenses where possible.

B. Members Eligible for Reimbursement:

1. The following events are those which are currently authorized by the NCWSA. Members authorized to attend an event are reimbursed in accordance with this guideline subject to any limitation placed in the budget as authorized by NCWSA.
 - a. NCWSC Meetings:
 - i Delegate, Officers, Coordinators, Committee Chairpersons, Executive Committee members, Alateen Liaison, NoCAC Chair and Past Delegates.
 - ii Other members expenses are expected to be paid by the function they represent (District, Intergroup).
 - b. NCWSA Sponsored Conventions :
 - i Treasurer, Alateen Coordinator, Alateen Liaison, Convention Coordinator and Convention Chairperson.
 - c. Assembly:
 - i Delegate, Officers, Coordinators, Committee Chairpersons, Executive Committee Members, Alateen Liaison and Past Delegates.
 - d. Institutions Conference:
 - i Institutions Coordinator.
 - e. World Service Conference:
 - i Delegate.
 - ii In the case of the inability of the Delegate to attend, the Delegate's authorized replacement.
 - f. Southwest Regional Delegates Meeting:
 - i Delegate, Alternate Delegate, Chairperson, and Past Delegates. (See limitations page 11, item f)
 - g. NoCAC:
 - i NCWSA Treasurer or NCWSA Chairperson, Alateen Coordinator, Alateen Liaison
 - h. Southwest Regional Service Seminar (once every three years):
 - i Delegate, Alternate Delegate, Chairperson.

C. Normal Travel Expenses:

1. Travel: Automobile travel to and from NCWSC meetings, Assembly meetings, and other travel for NCWSA are paid at a rate determined by the NCWSA and shown on the TRAVEL EXPENSE REPORT. When traveling long distances, use of commercial travel, such as air, train, and/or bus is acceptable. Care should be taken to secure "low cost fares" wherever possible. When traveling commercially, it is permissible to travel to the site from the airport, etc. by taxi.
2. Meals: Meals at authorized events, such as meetings, Conventions, Conferences and Assemblies, and meals associated with other travel are normally paid. Meals immediately prior to or immediately after an authorized event are also normally paid if they are in route to or from an authorized event.
3. Hotel: Hotel costs are paid at the rate specified on the EXPENSE REPORT for committee meetings

Northern California World Service Committee (NCWSC) Guideline

and Assemblies. It is expected that the costs where possible will be shared with another person to keep the total costs low. The hotel rate specified on the EXPENSE REPORT does not apply to those traveling to the World Service Conference, the Southwest Regional Delegates Meeting or the Southwest Regional Service Seminar

4. Other Expenses: Other expenses that are expected during travel, such as, parking tolls, and registration fees are normally paid.
 5. Tipping: Where tipping is customary, the tipping cost is normally paid. This includes baggage services at airports and hotels, hotel maid services, taxis at 15% to 20%. It is expected that sometimes there is a need to tip differently from these guidelines, that person is expected to explain the reason for exceeding customary amounts on their expense report.
 6. Exception for Past Delegates
 - a. The NCWSA authorized expenses for Past Delegates to the Southwest Regional Delegate's meeting are budgeted as a maximum. If the maximum amount budgeted is exceeded, Past Delegates who attended the Southwest Regional Delegates meeting confer among themselves on how their reimbursement is apportioned and notify the Treasurer of their apportionment.
- D. Normal Office Expenses:
1. Normal office expenses, including stationery, postage, copy costs, office supplies and telephone calls are normally paid.
- E. Expense Reports:
1. Expenses must be reported on a EXPENSE REPORT as developed by the Treasurer and listed in Appendix A.
 2. Receipts are required for all expenses incurred, except for those expenses for which a receipt is not normally available.
- F. Approval of Expenses:
1. All EXPENSE REPORTS must be approved by an Officer, Coordinator or Committee Chairperson.
 2. The requester and approver are not the same person.
 3. In approving the report, the approver is verifying that the expense is necessary, that the expense is within the budget, and that the expense report meets the requirements of the expense form.
- G. Advances:
1. Any NCWSC member may request an advance of funds for a particular purpose, using the ADVANCE REQUEST supplied by the Treasurer.
 2. Advance Requests need to be submitted at least 30 days in advance of need to provide sufficient time for normal processing.
 3. It is normally expected that an EXPENSE REPORT will be submitted in accordance with this guideline prior to the issuance of another Advance of funds. The Treasurer may make exceptions when advisable.
 4. In accordance with IRS rules, the advanced funds, or an EXPENSE REPORT documenting how the advanced funds were used, must be submitted to the Treasurer within 60 days of the event for which the funds were advanced.
- H. Changes in Authorized Travel Expenses:
1. The NCWSC may recommend increases to the Assembly in Travel Expense Allowances. Increases will be effective only after budgeted and with the approval of the Assembly.
 2. The NCWSC may choose to reduce its Expense Allowance without waiting for Assembly approval.
 3. The Authorized Travel Expense Allowances will be noted on the appropriate EXPENSE REPORT, which will include the effective date and authority.

Northern California World Service Committee (NCWSC) Guideline

I. Submission of Expenses:

1. Requests for reimbursement to NCWSA (or NCWSC) are to be submitted no later than one year from the date that the expense is incurred.
2. At year end closing any reimbursement requests to be included in the current year need to be received by December 15th in order to be paid in the current fiscal year.
 - a. Expenses received between December 15 and the close of the current year's books may be held for reimbursement until the opening of the new fiscal year.
3. Note: Strongly suggest/request expenses be submitted within 60 days. The above provides maximum time frame.

J. Project and Capital Expenses:

1. Any special project which requires substantial funds and any capital expense require budget approval prior to the expense being made.
 - a. An example of a special project could be the expense of providing videos to all Northern California TV stations.
 - b. An example of a capital expense is that of any equipment which requires more than \$100.00 to purchase, such as file cabinets, office equipment.

K. Replacement of Capital Equipment

1. When a piece of previously authorized and purchased Capital Equipment requires replacement, the Officer or Coordinator responsible for that item notifies the Chairperson of the need for replacement.
2. Replacement of capital equipment is not normally budgeted since there is an expectation of long use.
3. Upon notification of the need, the Chairperson verifies that the need to replace cannot wait for a budget cycle. At that point, she may authorize the person responsible to submit a plan to continue their function, which may include
 - a. Replacing the equipment,
 - b. Two or more quotations for new equipment,
 - c. Lease or rental of equipment until replacement is accomplished
4. If there is a difference of opinion as to the need for replacement, the person responsible may ask the Executive Committee for a review of the request. The Executive Committee is authorized by the Bylaws to reimburse expenses not listed in the Budget.

XI. Information about NCWSC members

- A. Each member will submit their address and telephone number to the Secretary, who will inform the Group Records Coordinator and the Newsletter Editor (or *12 Stepper Editor*) and also provide it to the Delegate for WSO.

XII. Budget:

- A. Each member is responsible to submit a Budget Request upon notification by the Budget Chairperson and to keep spending within the amount approved by the Assembly as expressed in the budget.
- B. Should circumstances occur which requires spending that exceeds the budget, the member must notify the Chairperson. If necessary, the Chairperson will request a budget revision from the NCWSC and approval from the Executive Committee.
- C. The Budget Committee prepares a budget line item called "Discretionary to the Chairperson" In doing so, the Budget Committee recognizes that not every item of expenditures can be forecast up to two years in advance. The use of this line item may be authorized by the Chairperson when an individual exceeds their personal budget, when an item of importance needs to be purchased without notice to the Assembly, and when Capital or other equipment needs to be repaired or replaced.

Northern California World Service Committee (NCWSC) Guideline

XIII. AI-Anon Problems and Concerns.

A. Who may submit Problems and Concerns:

1. Any member of the NCWSC may submit problems and concerns to the NCWSC for resolution. The NCWSC will research, or cause to be researched each concern and suggest resolution when possible.

B. Area Concerns:

1. Questions regarding Area concerns are submitted on Ask-It-Basket Forms, which are found in Appendix A. These questions may be answered by persons selected by the Delegate, and are, traditionally, one or more persons with specific knowledge of the topic, including Past Delegates, Officers, and Committee members.
2. The Delegate has the option of submitting any of these questions to the World Service Conference.

C. Worldwide Concerns:

1. Questions regarding worldwide concerns are submitted in writing to the Delegate at the Assembly.

D. Ask-It-Basket:

1. Ask-It-Basket questions and answers will be printed in the *12 Stepper* as space is available.

XIV. Duties and Responsibilities of NCWSC Members.

A. Guidelines for each Office are included in Appendix B

1. Each member of the NCWSC is responsible for keeping their own Guidelines up to date and submitting them to the Bylaws & Insurance coordinator for inclusion in the Guidelines Binder.