

Section 3 A yearly budget shall be submitted by all OKRSC Participants when applicable.

Section 4 Receipts must be submitted and coincide with all moneys disbursed. The RD and AD shall receive an allowance for expenses related to travel, food, beverages for all travel to the World Service Conference and the Plains State Zonal Forum. All other trusted servants of the OKRSC will be reimbursed for funds spent for expenses approved by the Region. In the event that a OKRSC member cannot properly account for the funds disbursed, that member will be considered personally liable for the shortage. A) Expense Caps

- a. Delegate travel to WSC - \$1500/per event
- b. RD travel to PSZF - \$750/per servant
- c. RCM travel to PSZF \$500/per area
- d. RD travel to MZSS - \$750/per servant

ARTICLE VI – OKNA, Inc.

OKRSC has established a 501(3)c corporation (OKNA, Inc.) to serve as the financial organization for the OK Region.

Section 1 While OKNA, Inc. shall be completely accountable to the OKRSC, it is critical that OKNA, Inc. maintain compliance with all federal and state 501(3)c requirements. All OKNA, Inc. bylaw changes, elections and/or significant actions must first be approved at OKRSC.

Section 2 Board of Directors & Officers – All OKNA, Inc. Directors must have current or previous service with OKRSC. While OKNA, Inc. has additional Officers, only the following will have responsibilities accountable to OKRSC.

A) OKNA, Inc. Treasurer:

1. This position shall be filled by the OKRSC Treasurer.
2. Ensure OKNA, Inc. maintains financial records in order to maintain 501(3)c status including:
 - i) Manage annual federal and state submissions.

B) OKNA, Inc. Secretary:

1. While this position IS NOT required to have a current position at OKRSC, continued involvement with OKRSC is critical to ensure a clear line of communication.
2. This position shall schedule regular Board meetings including reserving Zoom account and maintain documentation for the OKNA, Inc. including:
 - i) OKNA, Inc. Board meeting minutes
 - ii) OKNA, Inc. Bylaws
 - iii) OKNA, Inc. public documents as required by 501(3)c requirements.

C) OKNA, Inc. President:

1. While this position IS NOT required to have a current position at OKRSC, continued involvement with OKRSC is critical to ensure a clear line of communication.
2. This position shall facilitate the OKNA, Inc. Board meetings

ARTICLE VII - OKRSC OFFICERS

5. Submits a report to the OKRSC of his/her activities.
 6. Coordinate and assist the Facilitator and Treasurer with the general correspondence of the OKRSC
 7. Maintains list of implemented proposals and is responsible to enter updated policy changes to the OKRSC Guidelines and Policy document.
- C) Serves a two-year term.

Section 4 Treasurer

A) Requirements

1. Five years NA clean time (continuous abstinence from all drugs).
2. Suggested service at the regional level.
3. Basic understanding of accounting principles
4. Attend all OKRSC Meetings

B) Duties

1. Custodian of the OKRSC bank account and responsible for handling the OKRSC's financial responsibilities. Keeps an accurate ledger of all financial transactions.
2. Deposits all funds within 5 business days.
3. Pays OKRSC rents and other financial obligations as directed by the OKRSC.
4. Prepares an Annual Financial statement.
5. Is a Signer on the OKRSC bank account.
6. Disburses funds as directed by the OKRSC.
7. Maintains all local, state and federal sales and income tax reports and payments on behalf of the OKRSC.
8. Report and maintain records of the OKRSC insurance policies. Assist groups and events with receiving documentation as needed.
9. Coordinate and assist the Facilitator and Secretary with the general correspondence of the OKRSC
10. If unable to attend the OKRSC meeting, arranges to have the relevant checkbook and Treasurers report brought by another participant for use at the OKRSC meeting.
11. Submits a financial report at every OKRSC meeting.
12. Maintains any electronic payment devices (i.e. PayPal, etc.)
13. Serve on OKNA, Inc. Board of Directors holding the office of OKNA, Inc. Treasurer.
14. Ensure OKNA, Inc. maintains financial records in order to maintain 501(3)c status including:
 - i) Manage annual federal and state submissions.

- C) Serves a 5-year term.

Section 5 Fellowship Development Coordinator

A) Requirements

1. Four years NA clean time (continuous abstinence from all drugs).