

# MASCNA POLICY

**2016**

## TABLE OF CONTENTS

ARTICLE ONE: THE PURPOSE OF THE  
AREA.....3

ARTICLE TWO: MEMBERSHIP  
QUALIFICATIONS.....3

ARTICLE THREE: SUBCOMMITTEES/AD HOC COMMITTEES OF THE  
AREA.....3

ADMINISTRATIVE  
SUBCOMMITTEE.....3

**OTHER STANDING**  
**SUBCOMMITTEES.....8**

**FORMING NEW**  
**SUBCOMMITTEES.....12**

**AD HOC**  
**COMMITTEES.....12**

**ARTICLE FOUR: SELECTION OF TRUSTED**  
**SERVANTS.....13**

**ARTICLE FIVE: REMOVAL OF TRUSTED**  
**SERVANTS..... 13**

**ARTICLE SIX:**  
**MEETINGS.....14**

**ARTICLE SEVEN: PARTICIPATION AND**  
**PROCEDURES.....15**

**ARTICLE EIGHT: FINANCIAL**  
**GUIDELINES.....17**

**ARTICLE NINE: MISCELLANEOUS**  
**ITEMS.....19**

**ARTICLE TEN: SUBCOMMITTEE**  
**POLICIES.....20**

**ARTICLE ELEVEN: AMENDING ASC**  
**POLICY.....31**

**ADDENDUM A: NARCOTICS ANONYMOUS**  
**READINGS.....32**

**ADDENDUM B: THE NA SERVICE STRUCTURE BELOW THE AREA**  
**LEVEL.....34**

**ADDENDUM C: DOCUMENTS WHICH CAN BE ADDRESSED BY**  
**HOUSEKEEPING**  
**MOTIONS.....36**

**ADDENDUM D: PARLIAMENTARY**  
**PROCEDURE.....37**  
**ARTICLE 1: THE PURPOSE OF THE AREA**

An “area” of a local NA Community is formed by a significant number of NA Groups. An ASC consists of representatives from each group, as well as several subcommittees.

The ASC meets monthly for the purpose of serving the needs of its group. Whenever a group needs its help, its members can come to the ASC to find the help they need from other groups or members in the area. The area also performs those actions which most individual groups cannot do: these include carrying the message through subcommittee action, sponsoring various activities, and working with other area, regional, and world service committees.

By bringing groups together in this way, the ASC helps to strengthen unity within the local fellowship. We can accomplish a lot when we work together.

## **ARTICLE 2: MEMBERSHIP QUALIFICATIONS**

New Groups conforming to the six points of a Home Group explained on page 26 of the Guide to Local Service will be recognized as a voting member after two consecutive Area attendances. Unrecognized groups will have the opportunity to give reports after all recognized groups finish.

All groups in the Marietta Area should send their GSR to the ASC each month. Groups missing two consecutive months are considered inactive and cannot participate in Area business until they attend two consecutive ASC meetings following those absences.

## **ARTICLE 3: SUBCOMMITTEES / AD HOC COMMITTEES OF THE ASC**

- **Administrative Subcommittee:**

The Administrative Subcommittee is composed of the ASC Chair, Vice Chair, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member, Regional Committee Member Alternate, Literature Distribution, and Literature Distribution Alternate. All members of the Administrative Subcommittee should submit an itemized annual budget to the ASC in December for approval.

- **General Requirements for nomination to the Administrative Subcommittee:**

In addition to the requirements that a specific position has, the Administrative Subcommittee has the following requirements:

- Willingness to serve in that position, the ability to make a 1 year commitment, the time and the resources to fulfill their responsibilities, and a working knowledge of the 12 Traditions.
- Any member of the Administrative Subcommittee may not also serve as

GSR or GSRA of any group represented as MASC.

- **ASC Chair:**

The Vice Chair is automatically a candidate for the Chair position. Their name will be submitted to the groups in May, along with any other nominees.

- Qualifications:
  - Two years clean time.
  - One year of service experience.
- Duties:
  - Presides over ASC meetings.
  - Co-signer of the ASC bank account.
  - Maintains ASC archives.
  - Knowledgeable in ASC policy and basic parliamentary procedure.
  - Submits a “State of the Area” report at the June ASC meeting. The report should include the number of groups and meetings in the Area and the average attendance at ASC meetings. The report should also discuss the Area’s strengths and weaknesses, significant accomplishments of the past year, and problem situations currently facing the Area.
  - At the end of their term, co-facilitates, with the Treasurer, a budget workshop with incoming trusted servants promptly after the June ASC meeting.

- **ASC Vice Chair:**

- Qualifications:
  - Two years clean time.
  - One year of service experience.
  - Willingness to serve as ASC Chair next election cycle.
- Duties:
  - Performs the functions of the Chair in the Chair’s absence or vacancy.
  - Co-signer of the ASC bank account.
  - Coordinates the activities of ASC subcommittees when needed.
  - Acts as temporary subcommittee chair when positions are vacant.

- **Secretary:**

- Qualifications:
  - One (1) year clean time.
  - Six months of service experience.

- **Duties:**
  - Keeps accurate minutes during the ASC.
  - Types, copies, and distributes the minutes, by hand or mail, within ten days of the ASC meeting. The secretary may, when agreed upon, e-mail the ASC minutes to participants in lieu of sending them by post.
  - Includes the following in the minutes: all business conducted by the ASC, Administrative Committee meeting minutes, all reports submitted by the ASC subcommittees, information from Region and World, flyers providing information about phone line numbers, information on any upcoming events serving on the Marietta ASC.
  - Motions going back to groups should show an asterisk (\*) beside them.
  - Compiles a list of all motions passed by the ASC in the past year (excluding procedural or housekeeping motions) and submits it at the June ASC meeting. This allows members in the Area to see at a glance much of what has been accomplished in the past year.
  - Provides an annual area schedule at the June ASC.
  - Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.
  - Provides GSR report forms and Literature order forms to GSR's at the monthly Marietta Area Service Committee meeting.
  
- **Secretary Alternate:**
  - **Qualifications:**
    - One (1) years clean time.
    - Six months of service experience.
    - Willingness to serve as Secretary next election cycle.
  
  - **Duties:**
    - Serves as the Secretary in their absence.
    - Helps Secretary with all duties.
  
- **Treasurer:**
  - **Qualifications:**
    - Two (2) years clean time.
    - One year of service experience.
  
  - **Duties:**
    - Keeps records of all income and expenditures, including receipts.
    - Co-signer of the ASC bank account.

- Pays monthly bills.
  - Disburses other funds as indicated by ASC decisions.
  - Maintains the ASC checking account.
  - Provides copies of the balanced checking account statement and financial report forms at the beginning of the ASC meeting.
  - Deposits all money collected by the ASC within two business days of the ASC meeting.
  - Follows the financial guidelines outlined in this policy, as well as forms and suggestions for record keeping outlined in the NA Treasurer's Handbook.
  - Submits the annual audit, as described in this policy's financial guidelines, and a brief report evaluating the Area's financial situation at the June ASC meeting.
  - Obtain certified resolution authorization card from bank.
  - At the end of their term, co-facilitates, with the Chair, a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- **Treasurer Alternate:**
    - Qualifications:
      - Eighteen (18) months clean time.
      - Nine to twelve months experience as Group Treasurer or strong life experience with financial matters.
      - Willingness to serve as Treasurer next election cycle.
    - b. Duties:
      - i. Serves as Treasurer in their absence.
      - ii. Helps Treasurer with all duties.
      - iii. Counts all money with the Treasurer as a check-and-balance.
- **Regional Committee Member (RCM):**
    - Qualifications:
      - Two (2) years clean time.
      - One year of service experience.
    - Duties:
      - Attends all RSC meetings, where they participate in voting and discussion according to the direction given by the groups.
      - Provides ASC with a thorough report of RSC decisions, plans, and activities and information regarding World Services.
      - Acts as a liaison with other Areas.
      - Provides ASC copies of Regional and World reports received at the

- RSC.
- Knows or learns basic parliamentary procedure and the ASC and RSC Policy Guidelines.
- Submits a “State of the Region” report at the June ASC meeting. This report includes major accomplishments of the past year, problems and difficulties experienced by the Region, and any significant changes in Regional policy or in the RSC’s relationship to the Fellowship in the Region. The report also looks at this Area’s relationship with the RSC.
- Performs the functions of the ASC Chair in the event that the Chair, Vice Chair, and Policy Parliamentarian are all absent and/or vacant.
- Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- Specific Policies concerning RCM:
  - The RCM is to the Area what the GSR is to the Group – the link to the next level of the service structure. The RCM continues the group conscience process by carrying the Area’s conscience to the Regional Service Committee (RSC) meeting, where the RCM speaks as the voice of the Area.
  - The RCMA is automatically a candidate for the RCM position. Their name will be submitted to the groups in May, along with any other nominees.
  - Funding for the RCM and RCMA to attend the RSC meeting will consist of one night stay in the hotel (one room for men, one for women, if needed), and roundtrip mileage to Forsyth, GA. Meals are not provided. Any other expenses must be voted on in advance of the RSC meeting.
- **Regional Committee Member Alternate (RCMA):**  
The RCMA is an RCM in training.
  - Qualifications:
    - Two (2) years clean time.
    - One year of service experience.
    - Willingness to serve as RCM next election cycle.
  - Duties:
    - Attends all RSC meetings.
    - Assists RCM in carrying out the RCM’s responsibilities.
    - Knows or learns basic parliamentary procedure and the RSC and ASC Policy Guidelines.
- **Literature Distribution:**

- **Qualifications:**
  - Two (2) years clean time.
  - One year of service experience.
  
- **Duties:**
  - Provides literature and supplies to groups and members in the Area.
  - Maintains and stores literature inventory and ensures that new literature and copies of all NA literature are available to the local fellowship.
  - Submits a monthly report of all literature sales and purchases, with receipts.
  - Collects money for group literature and delivers it to the ASC Treasurer on the same day, before the close of ASC business.
  - Maintains \$3500.00 worth of literature and supplies on-hand.
  - Provides new groups to the ASC, upon arrival, a standard starter package, consisting of up to \$50.00 of the literature and key tags of their choosing.
  - Submits an itemized inventory to the MASC Treasurer and Secretary two weeks prior to each ASC meeting to be included in the following ASC minutes.
  - Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.
  
- **Literature Distribution Alternate**
  - **Qualifications**
    - One year clean time.
    - Willingness to serve as Literature Distribution in the next year.
  
  - **Duties**
    - Serves as Literature Distribution in his or her absence.
    - Helps Literature Distribution in all his or her duties.
  
- **Other Standing Subcommittees of the ASC:**

Subcommittees perform most of the services of the ASC. Helping the groups, carrying the message to other addicts and celebrating unity and recovery are actions carried out by the Subcommittees. Subcommittees perform most of the front line services for the Area. They are vital to the fulfillment of NA's primary purpose. Active involvement in Area Subcommittees is one of the best ways to learn about service work. It is also one of the best ways to practice the principle of "keeping what you have by giving it away". It can be a lot of fun. All standing

subcommittees must supply accurate policy documents to the ASC, including: duties and qualifications of trusted servants, the purpose and definition of the subcommittee, a meeting agenda and any other specific policies relating to regular subcommittee business.

## **1. General Requirements**

- Requirements for nominations of Subcommittee Chairs:

In addition to the requirements that a specific Subcommittee Chair has, all nominees have the following requirements:

- A willingness to serve in that position, the ability to make a 1 year commitment, the time and the resources to fulfill their responsibilities, and a working knowledge of the 12 Traditions.
  - Subcommittee chairs may not also serve as GSR or GSRA of any group represented at the MASC.
- 
- General responsibilities of all Subcommittee Chairs
    - Responsible for organizing subcommittee.
    - Seeks the active support of NA members in the area
    - Studies the subcommittee manuals and otherwise learns about their subcommittee.
    - Sponsors workshops and holds meetings related to the work of their subcommittee.
    - Submits annual itemized budget to the ASC in December for approval.
    - Develops subcommittee guidelines.
    - Submits a report on the past year's activities, accomplishments, problems, and an evaluation of the status of that subcommittee at the June ASC meeting.
    - Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- 
- **Policy Parliamentarian:**
    - Chair Qualifications:
      - One (1) year clean time.
      - Six months of service experience.
    - Parliamentarian Duties:
      - Maintains and updates ASC policy guidelines by submitting changes to the area website after each area. Any group may request a printed copy of policy to be given at the next area. Policy will still be printed by the outgoing Policy chair to be handed out to the GSRs at term change

- Assists trusted servants as well as local NA members in learning about ASC Policy.
  - Acts as parliamentarian at the ASC meetings.
  - Submits a revised policy at the June ASC meeting.
  - Keeps additional copies of policy on hand to provide to new groups as they join the Area.
  - Performs the functions of the ASC Chair in the event that the Chair and Vice Chair are absent and/or vacant
- 
- **Activities Chair:**
    - Chair Qualifications:
      - One (1) year clean time.
      - Six months of service experience.
    - Chair Duties:
      - Organizes and supervises Area activities such as dances, campouts, dinners, etc.
      - Handles any money received from activities until it can be turned over to the ASC Treasurer.
      - Arranges for storage of Area supplies and, when appropriate, works with other subcommittee chairs in organizing workshops.
    - Specific subcommittee policies:
      - All area activities must be approved by the ASC one month prior to the proposed activity. The activity proposal must include an itemized budget.
- 
- **Public Relations (PR) Chair:**
    - Chair Qualifications:
      - One (1) year clean time.
      - Six months of service experience.
      - Willingness to serve for one (1) year.
    - Chair Duties:
      - Maintains and updates Area meeting schedules.
      - Coordinates with the H&I Chair on the starting of new H&I meetings.
      - Coordinates responses by the ASC to contacts in the local (non-NA) community.

- Organizes outreach efforts by the ASC to the local community.
  - Attends the H&I/PR Chair meeting that occurs during GRSCNA meeting weekends.
  - Communicates with phone line vendor bi-annually to ensure efficient service.
- Vice Chair Qualifications:
    - Six (6) months clean time.
    - Active PR member for at least 3 months.
    - Willingness to serve for two (2) years; one (1) year as Vice Chair and one (1) year as chair.
- Vice Chair Duties:
    - Assists with Chair duties.
    - Attends at least one (1) GRSCNA meeting during term.
    - Facilitates Phone Line duties.
    - Maintains open communication with phone line vendor to ensure efficient service.
- Secretary Qualifications:
    - Six (6) months clean time.
    - Active PR member for at least 3 months.
    - Willingness to serve for one (1) year.
- Secretary Duties
    - Records minutes for each PR subcommittee meeting.
    - Maintains/records financial expenditures.
    - Organizes and maintains PR subcommittee group information.
- Specific subcommittee policies:
    - Meeting schedules will be published at least quarterly. They will include all NA meetings and groups in the Area who meet the six points describing an NA group in the Guide to Local Services (p. 26). They will include all relevant information on each group (i.e. – time, location, group name, type of meeting). The schedule should not include H&I meetings.
    - After two consecutive un-notified ASC absences, the PR Chair will contact a trusted servant of that group, encourage ASC attendance, and report back to the ASC. The ASC will then determine whether to keep the group on the meeting schedule. A notified absence is defined as a GSR/GSRA contacting a member of the Administrative Subcommittee to report their absence.

- The Area Phone Line functions as an information line, as well as a response line to return calls to any addict needing help or information. It gives a brief description of Narcotics Anonymous. It also gives the location of each meeting in the Area, including directions or nearby landmarks to help people find the meeting. The P.R. Chair submits updated monthly schedules to the phone line. If there is no PR Chair, the ASC Chair will bring the matter to the attention of the ASC and make arrangements for updating the phone line.
  - A list of members with 5 or more years clean who are willing and available to do 12-step calls shall be formulated and utilized by the PR sub-committee. The members of this list shall be home group members of the Marietta Area.
- **Hospitals and Institutions (H&I):**
    - Chair Qualifications:
      - One (1) year clean time.
      - Six months of service experience.
    - Chair Duties:
      - Maintains ongoing H&I meetings, supplying volunteer panels and literature.
      - Starts new meetings where possible, and insures that a clean NA message is presented at those meetings.
      - Attends the H&I/PR Chair meeting that occurs during GRSCNA meeting weekends.
    - Specific subcommittee policies:
      - The H&I Vice-Chair and the ASC Literature Chair will facilitate all literature orders for H&I .
      - The H&I panel will encourage all facilities to purchase their own literature from the World Service Office.
- **Writing Steps in Recovery (WSR):**
    - Chair Qualifications:
      - Two (2) years clean time.
      - Six months of service experience.
    - Chair Duties:
      - Coordinates the activities of the WSR subcommittee.
      - Works with the H&I subcommittee to ensure inmates attending H&I meetings are aware of the WSR.

- Works with H&I and PR to coordinate presentations to facilities and the fellowship.
- Specific subcommittee policies:
  - The WSR post office box must be paid yearly before April 1. A check should be requested at the March ASC for this purpose.
- **Website:**
  - Chair Qualifications:
    - Two (2) years clean time.
    - Six months of service experience at the group or area level.
    - Basic knowledge of html and web design, function and concepts.
    - Must own a computer and have internet access.
  - Chair Duties:
    - Coordinates all website committee activities.
    - Presides at all regular, special, and general subcommittee meetings.
    - Represents subcommittee at monthly ASC meetings.
    - Ensure integrity of all content on website including adherence to 12 Traditions of Narcotics Anonymous.
- **Forming New Subcommittees:**  
 A proposal is introduced at the ASC meeting. It includes a description of the purpose and function of the new Subcommittee and explains why a new subcommittee is needed to fulfill its purpose. A 2/3 vote is required to create a new subcommittee.

- **Ad Hoc Committees:**

Ad-Hoc Committees are developed for a specific and temporary purpose. The ASC Chair appoints someone to chair the Ad-Hoc Committee, possible after soliciting input of ASC members. The Ad-Hoc Committee Chair must meet the same requirements for election as a Subcommittee Chair. Members of the Ad-Hoc Committee are selected in one of two ways: additional members are selected at the ASC either by vote or appointment, or the Ad Hoc Chair builds the Ad-Hoc Committee with the help of other local NA members. When the Ad-Hoc Committee's work is completed, the results of that work, along with a report, are submitted to the ASC. If the work takes longer than one month, the Ad-Hoc Committee Chair will report to the ASC just as a Subcommittee Chair would.

## **ARTICLE FOUR: SELECTION OF TRUSTED SERVANTS**

- Nominations are made in May of each year and submitted on a nomination

form. Elections take place in June and all new terms begin in new business of the June meeting. All trusted servants are elected for 1-year terms. (New trusted servants will be elected to complete vacated terms).

- Prior to nominations, the Chair explains responsibilities and requirements for that position. The floor is then open for nominations, which must be seconded. Candidates then state their qualifications, including their experience within the service structure of NA. Qualifications must be given in person as well as submitted in writing. Nominees must be present at the ASC during nominations and elections, unless a reasonable excuse, which prevents them from attending, is provided in writing.
- Annual elections go back to the groups for a group conscience. A 2/3 vote is required for an election in the case of one nominee and a simple majority for multiple nominees. Vacancies during the ASC year are filled the same way; however, if a trusted servant position remains open for at least two months, a candidate to fill that position may be elected or defeated by an immediate vote of the GSRs at the ASC.
- When voting occurs, candidates leave the room. Votes are counted by a secret ballot.
- ASC trusted servants will serve no more than two consecutive terms in the same position. There is no limit on how many times an NA member may serve on the ASC as a whole

## **ARTICLE FIVE: REMOVAL OF TRUSTED SERVANTS**

- **Voluntary:**

When a trusted servant resigns prior to the end of his term, the resignation should be given to the ASC Chair, in writing, prior to the ASC meeting. If the Chair resigns, notice is to be given to the Vice Chair.

- **Involuntary:**

When a trusted servant relapses while in office, that position automatically becomes vacant.

- **Impeachment:**

- Grounds for Impeachment:

Trusted servants may be impeached for several reasons:

- Violation of Traditions: This must be something more than a vague charge of self-will; it should involve specific actions.
- Misuse of office: This should likewise be specific, for example, stealing money from the Area.
- Failure to perform duties: This might be a more general charge in the case of a trusted servant who simply was not fulfilling the

responsibilities for which that person was elected, or doing so poorly.

- Lack of attendance at ASC meetings: This is a specific aspect of failure to perform duties for which specific conditions are set. If a trusted servant has missed two consecutive ASC meetings, without notifying the Chair and submitting a monthly report, they will immediately and automatically be impeached. If the RCM or RCMA has missed a RSC meeting without notifying the ASC Chair, and if necessary, attempting to get any needed information from the RSC, or missed two consecutive RSC meetings, the Chair will also bring this before the ASC.
  
- **Procedures:**
  - A trusted servant against whom a motion to impeach has been made is given time to prepare a defense. If the motion is made at the ASC, the impeachment hearing is scheduled for the following ASC. If a motive of intent to impeach is given to that person and the Chair, at least two weeks prior to the next ASC meeting, the hearing will take place at that Meeting.
  - At the hearing, the motion is presented, along with the cause of that motion, and all relevant information is given to the ASC.
  - The person so charged is given an opportunity for a rebuttal, with a ten-minute time limit on each side.
  - d. Others may speak, pro or con, at the discretion of the Chair or by a motion to “Suspend the Rules”(p16) by the ASC.
  - e. The motion to impeach then goes to the groups, along with relevant information, and pros and cons. An impeachment requires a 2/3 vote and must be done by secret ballot.

## **ARTICLE SIX: MEETINGS**

- **ASC Meeting Format:**
  - Opening prayer
  - Readings (Purpose of the ASC, Twelve Traditions, Twelve Concepts)
  - Roll Call
  - Minutes of previous ASC (approved or corrected)
  - Open Forum
  - Treasurer’s Report (approved or corrected)
  - RCM Report
  - Subcommittee Reports
  - Old Business
  - Elections
  - New Business
  - Break

- GSR Reports
  - Review of Motions going back to Groups
  - Date of next meeting
  - Closing prayer
- The Marietta ASC shall meet at 2:00 pm on the last Sunday of each month at the Ridgeview Conference Center on South Cobb Drive. If the last Sunday of the month falls on the weekend closest to any federally observed holiday, or Easter, then the ASC meeting will be moved to the weekend immediately following the last Sunday of the month.
  - A quorum shall consist of a simple majority (one-half, plus one) of GSRs or GSRA's (in the absence of the GSR). Groups may send any member to represent them in lieu of the GSR or GSRA, and they will be treated as a GSRA for that specific business meeting.
  - A quorum shall be reached within fifteen minutes of the designated starting time of 2:00pm. If quorum is not reached by 2:15, then reports will take place.
  - Following the approval of the ASC minutes, the floor will be opened for any member of the local fellowship to speak on any matter which concerns the Area and which is not on the agenda. This time is known as Open Forum and may not exceed 50 minutes in length.
  - Break may be suspended by a majority vote of the groups.

## **ARTICLE SEVEN: PARTICIPATION AND PROCEDURES**

- **Motions:**
  - The following ONLY can make a motion:
    - All members of the administrative subcommittee *except* the ASC Chair
    - All subcommittee chairs
    - All GSRs with voting privileges.
  - Only GSRs can second a motion and vote.
  - Motions must be seconded before any discussion or voting.
  - All motions must be submitted before the beginning of New Business.
  - Some of these motions, such as amendments, affect the main motion. Others affect the procedure of the meeting. These motions are explained in detail in Addendum C.
  - Whenever motions are sent back to groups, the minutes shall include the old policy involved, as well as the proposed change. The maker of the motion should provide the context; i.e., the policy that is affected.
- **Discussion:**
  - The ASC Chair directs the meeting. Prior to speaking, participants in the

business portion of the meeting must be recognized by the Chair. Note: Exceptions to this rule are explained in Addendum C, Suspend The Rules.

- Once a motion is seconded, discussion begins. Usually the maker of the motion gets the first pro. All main motions get three pros and three cons. Anyone present may speak; though precedence is given to GSRs and ASC trusted servants.
  
- **Voting:**
  - When discussion is over, the Secretary will read the motion and intent.
  - Voting is then done by a show of GSRs hands (unless votes are for impeachment or elections, in which case a secret ballot may be employed).
  - Inactive groups may not vote.
  - Policy changes and impeachment require a 2/3 vote, calculated by voting participants present at the time of vote. Other motions require a simple majority of 50% + 1 to pass.”
  - Abstentions do not affect calculation.
  - In the event of a tie, the Administrative Subcommittee, excluding the literature distribution and the literature distribution alternate, shall cast the deciding vote. In the event that they should tie, the chair would then break the tie.
  
- **Motions to Groups:**

Any attempt to vote on a motion, which should go back to the groups, can be called “out of order” by any GSR or ASC trusted servant. The Chair will make the decision based on this policy. All motions go back to groups with GSRs for a vote with the following exceptions:

  - Housekeeping motions are motions pertaining to the business of the ASC, as determined by the MASCNA Chair. Such motions require a 2/3 majority to pass. If a motion obtains more abstentions than ‘yes’ votes, the motion is sent back to the home groups for discussion and voted on at the next ASC. Housekeeping motions do not violate or change Articles 1 or 2 of MASCNA policy and are limited to the following:
    - changes to format or content of online and/or paper area documents as listed in Addendum C
    - time of the business meeting
    - agenda of the business meeting
    - changes of, additions to or removal of the duties of members of the Administrative Subcommittee and other Subcommittee-level trusted servants
    - the correction of typographical, spelling and grammatical errors
    - the reformatting of policy which does not change either content or meaning
  - Directions to the RCM regarding Regional and World business.

- Elections for positions that have been vacant for at least two months.
- **Committee of the Whole:**  
When more discussion is needed than normal procedures allow, or when a situation needs to be discussed which may or may not require any parliamentary action, going into a committee of the whole provides greater freedom to do so. It requires a motion to “Suspend the Rules” and a 2/3 vote to pass. The Chair may express opinions during such discussion.

## **ARTICLE EIGHT: FINANCIAL GUIDELINES**

- **FINANCIAL GUIDELINES for the MASCNA and its TREASURER**
  - The MASCNA Treasurer shall issue a receipt to all Groups for donations made to the ASC, as well as moneys received from Subcommittees and activities. This will serve to create a written history of financial activity and facilitate the bookkeeping of both the Groups and the ASC. Receipts shall be sequentially numbered with a duplicate retained by the Treasurer. The treasurer shall attain and bring to the June ASC a blank signature card to be included in their final report.
  - Funds of the ASC shall not be used for any personal reasons. Funds are not to be extended for any reason other than those items that have been approved by the ASC.
  - No ASC funds shall be spent without the approval of the ASC as a whole. Emergency expenditures by the Administrative Committee may only be made with the notification of GSRs and the approval of a majority of the GSRs.
    - All expenditures made by the Committee shall be paid by check.
    - On a check made payable to one of the authorized signers on either of the bank accounts, the payee shall not be authorized to sign the check and other signatures are required.
    - Under no circumstances are checks to be signed by any signer with the payee left blank.
    - Any expenditure over \$300.00 not included in the budget must be taken back to the groups for approval.
    - Treasurer will only pay bills with funds obtained during previous area.
    - Payments for non-discretionary budget items will be paid first and then discretionary items to paid subsequently.

- Discretionary item reimbursements will be given priority over discretionary advances.
  - ASC funds shall be kept in a single bank account, with checks requiring two (2) signatures of the following: Chair, Vice Chair, Secretary, Treasurer and alternate treasurer. In the event that one or more of these positions are vacant then the RCM, RCMA and alternate Secretary may be on the signature card.
- Note:** An interested party rule shall be in effect: that no two persons in the same household will be signers on the ASC account.
- The statements of all ASC accounts are to be mailed to the Area P.O. Box.
  - Funds are to be deposited within 48 hours of receipt.
  - All moneys received from Groups as donations to the ASC or otherwise shall be in the form of money order, check or cash; only rolled coins will be accepted.
- The ASC Treasurer shall make written financial reports on contributions and expenditures at each regularly scheduled meeting of the ASC. The Treasurer's Report shall consist of the following: Group Contribution Record, Check Register showing at least the last transaction on the last report and all transactions following, a copy of the most recent bank statement with the account number blocked out, a reconciliation of the bank account, and a group contribution record consisting of itemized monthly donations from each group.
    - Every committee member who receives money from the area fund is to account for it in a written report to the committee.
    - The Treasurer should be careful to get a receipt whenever they make a payment; however, approved budgeted expenditures may be disbursed in advance from the Treasury. All expenditures must later be verified with a receipt or proof of purchase. These receipts should be preserved in regular order, as they are the vouchers for the payments, which must be examined by the Auditing Committee.
    - Proper Receipts: In order to be reimbursed, a receipt and a Marietta Area expense report form must be submitted. A written piece of paper simply listing the expenditures is not acceptable. For reimbursement of auto travel, a receipt is not necessary. However, a Marietta Area expense report form must be submitted. Point of departure and point of destination must be designated along with the number of miles driven. Driving other than point of departure to point of destination (i.e., such as for meals) is not reimbursable. Reimbursement for auto travel will be at \$0.30 per mile.
    - In general, auto travel is only reimbursable for those trips necessary for the fulfillment of ASC duties. This would include trips to RSCs by those required to attend them. Prudence and common sense should indicate

which trips are to be reimbursed and which are not. In any case, the amount of auto travel that is reimbursable should not exceed the representative or committee's approved budget included with their other expenses.

- Annual line item budgets for all ASC trusted servants should be submitted to the ASC in November of each year and approved by the ASC at the August meeting. The area's fiscal year will start in January and end in December.
  - All area trusted servants should submit their proposed budget to the Treasurer two weeks prior to the December ASC. The Treasurer will prepare the area's annual budget and present to the ASC at the December meeting.
    - If a trusted servant fails to submit a proposed budget to the Treasurer by this timeline, the Treasurer will prepare the annual budget using the previous year's budget for that position.
    - The proposed annual budget should be reviewed at the November ASC. Each trusted servant will have an opportunity to explain and answer questions about the budget proposed for their position.
    - Amendments to any proposed annual line item can be brought to the ASC during the budget approval process in December. GSRs will vote on each individual trusted servant's budget and may request to vote on individual line items.
  - The proposed budget should include accounting of actual expenses from the previous year.
  - The proposed budget should be submitted to the ASC using the approved budget format.
  - Expenses that exceed the budgeted amount for any individual line item will require a motion passed by the ASC prior to reimbursement. Trusted servants cannot transfer funds between line items without approval from the ASC.
- All Marietta Area Subcommittees to be required to provide a financial report at each ASC meeting. The report should include all financial transactions and current balance. Subcommittees with checking accounts should provide copies of bank statements with the account number concealed.
- The ASC maintains a prudent reserve equal to 10% of the annual budget. Area funds will go below this level only in times of serious need. Approval to go below prudent reserve requires a 2/3 vote. When funds dip below 10% of the annual budget, reaching prudent reserve becomes top priority in discretionary funding.
- The literature fund is to be maintained by the Area Treasurer in the ASC

checking account. Money collected for group literature will be used solely for replenishment of Area literature.

- Annual financial audits are conducted after the ASC in June. The results are submitted to the new ASC in July. The audits review all records for the preceding year to insure accuracy and to protect the Area's money. The outgoing Chair, the incoming Chair, along with the outgoing and incoming Treasurers, as well as the outgoing and incoming Literature Chairs, conducts the audit. Any other ASC trusted servant or GSR could also attend. The Literature fund audit will include an accurate inventory of all literature and supplies in stock. An audit should also be performed whenever there is a change of position in the ASC relevant to ASC funds.
- At the ASC meeting immediately prior to the next meeting of the GRSCNA, the Treasurer will write a check to the Region, donating all money above prudent reserve, but minus any ASC bills due prior to the RSC meeting
- Financial Guide Lines for 24 Hour Room.
- At the February MASCNA meeting, the 24 Hour Room will donate all funds to the ASC, except their \$1,000 prudent reserve and \$750, which will be used as the next year's start-up funds. If at any time before the 24 Hour Room event, the bank account balance exceeds a \$3k cap, all money above \$3k will be donated to Area at next ASC.
- The 24 Hour Room subcommittee will establish a prudent reserve of \$1,000 by accruing it annually in increments of \$250 or 25% of ending balance, minus \$750 start-up money, whichever is less.
- Prudent reserve, despite being kept in 24 Hour Room bank account, shall not be counted toward \$3k cap.
- Prudent reserve will not be included in ending balance reported after 24 Hour Room annual event.
- The purpose of prudent reserve is only to be used in the event the subcommittee has insufficient funds for basic 24 Hour Room operations.

## **ARTICLE NINE: MISCELLANEOUS ITEMS**

- **Area Inventory:**

Any GSR or ASC trusted servant can make a motion for an Area inventory. A simple majority is required to pass. If the motion passes, a brief report stating the perceived need for an Area inventory will be included in the minutes. The ASC Chair will organize an inventory within sixty days. The ASC Chair will also chair the inventory or appoint someone else to do so. There is usually a follow-up meeting, scheduled at the inventory, to assess the situation. For attendance purposes, the Area inventory will count as an ASC meeting.

- **Special Votes:**

The ASC Chair can call for a special vote, with due cause. The Chair will then notify all GSRs by certified mail of the need for a special vote, explain the matter on which the GSRs are voting, and include a stamped, self-addressed envelope (with the ASC's address). The Chair will then count the votes sent in, along with however many ASC trusted servants or GSRs are able to participate. At the following ASC, the situation is reviewed, the ballots are made available for inspection, and the results verified. Due cause would include situations such as the following: The ASC forgot to provide funding for some activity scheduled before the next ASC, other timely business was neglected or overlooked, motions going to the RSC were forgotten, or some matter was brought to the ASC's attention, by the RSC or WSC, for which input must be given before the next ASC.

- **GSR Workshop:**

The Marietta Area Service Committee will host an annual GSR orientation workshop in June of each year that will be conducted by outgoing trusted servants of the Area.

## **ARTICLE TEN: SUBCOMMITTEE POLICIES**

- **H&I Guidelines and Procedures** (adopted 4/30/2000)

The H&I subcommittee of the Marietta Area Service Committee (ASC) is made up of volunteer members from Narcotics Anonymous groups in the area.

- **Purpose:**

The Hospitals and Institutions subcommittee exists to carry the NA message of recovery from addiction to residents of facilities who are restricted from full access to regular NA meetings. H&I meetings/presentations, except those in long term facilities, are intended simply to introduce those attending to some of the basics of the NA program.

- **Hospitals and Institutions:**

These are defined as facilities, which either incarcerate persons who may be addicts or have a goal of helping addicts to live clean as responsible and productive members of society. H&I does not assume responsibility for any meeting in a facility when that meeting is conducted by anyone other than the H&I subcommittee.

- **Business Meetings and Membership**

- Business Meetings shall be held not less than once monthly at a time and place designated by the membership. No business meeting shall last for more than one-and-one-half hours, except by vote to extend this time

limit by the members present.

- Any member of Narcotics Anonymous may become a member of H&I. All members are bound to comply with the clean time requirements of 90 days for H&I service eligibility.
- Any member having attended previous business meetings within the past year is eligible to vote at business meetings.
- If elected officers, those in appointed positions, or panel leaders miss three consecutive meetings it will be considered a resignation from their position. Any member dropped from assignment may be reinstated by vote of the H&I subcommittee.

- **Elected Officers:**

Officers of the H&I subcommittee (with the exception of the Chairperson) shall be elected each year in May and will serve one year terms beginning the following June. All candidates must meet the qualifications stipulated in these guidelines for their office. It is strongly recommended officers have at least one year of clean time. Relapse will result in automatic removal from office. If an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the chairperson and approved by the H&I subcommittee at the next business meeting. Officers are limited to two concurrent terms in the same position.

- H&I Chairperson Duties (elected by the ASC):
  - Coordinates all NA H&I activities.
  - Presides at all regular, special, and general subcommittee meetings.
  - Handles all Public Relations contacts involving policy matters and/or interpretations at the public level that pertain to H&I. This will be done with the direct cooperation of the PR subcommittee.
  - Is responsible for interchanges of correspondence at the public level as well as all correspondence within NA H&I, which involves policy matters.
  - Makes regular reports to the H&I subcommittee on the status of all current or completed projects.
  - May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panel participants.
  - Represents Narcotics Anonymous H&I at the regular meetings of the ASC.
  - Acts as the Panel Coordinator by keeping in close contact, and work with, H&I Panel Leaders.
  - Meets with administrators of facilities in the interests of harmony when necessary.
  - Makes sure that panels are filled for scheduled meetings in coordination with Panel Leaders.

- **H&I Vice Chairperson Duties:**
  - In the absence of the chairperson at a meeting, assumes all those responsibilities normally carried out by the chairperson. (Note: If the H&I Chairperson resigns or is removed from their position, the ASC Vice Chair temporarily fulfills the H&I Chairperson's role, with assistance from the H&I Vice Chair.)
  - Works closely with the chairperson.
  - May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panels.
  - Attends the regular Hospitals and Institutions subcommittee meeting.
  - Fills literature orders from the panel leaders.
  - Keeps a continuing record of literature distributed to panel leaders.
  - Makes a report at the regular H&I subcommittee meetings on literature distributed.
  - Works with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I subcommittee budget.
  - Audits distribution records on an ongoing basis to ensure that requests for literature from panel leaders are prudent and do not put the subcommittee over budget.
  
- **Secretary Duties:**
  - Keeps a complete record in the form of minutes of every regular, special, and general subcommittee meeting.
  - Keeps a complete and updated panel member list with names, phone numbers, and clean dates of all current H&I members.
  - Keeps a continuing roster of monthly attendance at the business meetings.
  - Sends notice or makes telephone calls for special meetings.
  - Maintains all necessary stationary supplies and prepares correspondence as needed.
  - Keeps a file of all correspondence.
  - Types and prepares any materials necessary for distribution to members of H&I.
  - Attends the regular Hospitals and Institutions subcommittee meeting.
  
- **Appointed Positions:**  
As necessary, individuals may be appointed by the Chairperson in agreement with the Vice Chairperson to positions that fulfill a particular need.
  
- **Business**
  - Budget:

The budget for the H&I subcommittee is set yearly by the ASC. This money is used for rent, copying, literature, and office supplies as necessary. Money needed in excess of the annual line item budget must be approved by the ASC.

- **Literature:**

Only Narcotics Anonymous approved literature, tapes approved for sale by the WSO, *Reaching Out*, and *The NA Way* may be taken into a facility by H&I. The H&I Chairperson or Vice Chairperson will distribute literature or any of these items. Meetings schedules may be taken into some facilities; however, only conference-approved literature should be used in meetings/presentations.

- **H&I Panels:**

The purpose of an H&I meeting/presentation is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. This is accomplished through the operation of panels, which visit facilities on a regular basis. These panels are usually made up of one panel leader and one to three panel members.

- **Panel Leader Duties:**

- It is strongly recommended Panel Leaders have over one year clean. In addition, they must have sufficient clean time to qualify to participate under the requirements of the particular facility.
- Conducts H&I meetings/presentation in the facility being served according to acceptable procedures.
- Informs the panel coordinator (Chairperson) well in advance when unable to conduct a regularly scheduled meeting.
- Invites all panel members to the H&I meeting and informs them of all rules of the facility and the procedures for conducting the meeting.
- Responsible for panel members in the meeting.
- Responsible for insuring that all people attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these Guidelines and Procedures.
- May resign by giving notice to the H&I subcommittee.
- May be removed from panel assignment because of absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.

- **Panel Member Duties:**

Panel Members must have over ninety days clean. In addition, they must have sufficient clean time to qualify to participate under the requirements of the particular facility.

- Serves for one meeting at a time.
  - Takes an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader.
  - Adheres to the rules of the facility wherein he/she is, in fact, a guest.
  - Always keeps in mind that he/she may be seen as a representative of narcotics Anonymous and should conduct himself/herself responsibly.
  - May resign as a panel member by giving notice to the panel leader.
  - Ex-residents of a correctional institute must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H&I to enter a county correctional facility.
- General Requirements for H&I Panel/Presentation Meetings
    - It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
    - It is unacceptable to give money to or take money from a resident.
    - You are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and are generally all they want. You are not to accept articles made by residence to be sold on the outside.
    - It is unacceptable to give to or take from a resident any correspondence of any type while visiting the facility.
    - Guests and visitors should be cautioned against discussing employment, lodging, etc. (the promise of, “looking for,” or the securing of).
    - Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility and by many of the residents.
    - Panel members and panel leaders are required to attend H & I orientation prior to entering a facility, and once a year thereafter, as scheduled by the subcommittee.
  - Concerns Regarding Panel/Presentation Meetings:

Always remember we are GUESTS of the facility and therefore MUST comply with their wishes.

These Guidelines and Procedures are submitted for the guidance of the H&I membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals. Any unusual situations that might arise should be discussed with the elected officers of H&I who, in turn, will take steps to get clarification from the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. This is the responsibility and duty of the Chairperson. Adherence to these

guidelines will minimize confusion and misunderstandings within the H&I membership itself, and with the facilities we serve.

Failure to comply with any facility's regulations could result in cancellation of the H&I meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember, your actions reflect not only on yourself, but on NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of NA H&I.

ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY GUEST BEING TAKEN TO ANY H&I MEETING / PRESENTATION, AS WELL AS THE H&I ORIENTATION PACKAGE.

- **Public Relations Subcommittee Policy and Procedures** (adopted 7/27/03)
  - **Phone Line**
    - Vendor Information: All Star Answering Service located on 4939 Lower Roswell Road, Suite 107A, Marietta, Georgia 30060. The main contact is Courtney.
    - Schedules are developed monthly with committee members assigned weekly on-call duties. These schedules should be delivered to the vendor each month.
    - On-Call Duties:
      - Record monthly incoming calls, outgoing calls and percentage of non-area incoming calls.
      - All Public Relations calls should be recorded monthly in a log book, to be passed to each person responsible for the phone line.
      - Calls backs should occur within 24 hours. If unable to contact, try more than once.
    - On-Call Procedures:
      - Introduce yourself by your first name as a representative of the NA Public Relations committee, then find out the purpose of the call.
      - If the caller is an addict:
        - Ask if they are using at the moment. If using, get their phone number and ask when you can speak when they are not using. Call back the next day.
        - If they are not using, ask for their phone number. Next, ask if they want to go to a meeting. Give whatever assistance you deem safe to make arrangements for the addict's meeting attendance.
        - **Do not go meet a caller for anything whatsoever unless**

**accompanied by another addict, preferably your sponsor.**

- Disposition of calls for other purposes:
  - Calls for meeting location: generally handled by the answering service.
  - Calls for speakers: refer to PR Chair
  - Requests for literature: initial PR contact
  - Calls from family members: be compassionate, refer to NARANON. Phone number is in Atlanta white pages. Make it clear that it is the addict's responsibility to contact NA should they want help.
  - Calls from professionals and institutions: refer to PR Chair
  - Calls from media: refer to PR Chair
  - Calls for other fellowships: refer as necessary
  - **Crises Calls:** verify nature of crises, then refer to 911 or sponsor. *\*We are not professionals. If someone is threatening bodily harm, ask if they want you to contact a doctor. If this is a medical or psychiatric emergency, then instruct them to please dial 911 or visit the nearest emergency facility.\**
  
- **Meeting Schedules**
  - Meeting schedules will be published monthly.
  - Groups will be added to the meeting schedule by request at the ASC, if they meet the membership qualifications outlined in Article 2.
  - After two consecutive un-notified ASC absences, the PR Chair will contact a trusted servant of that group, encourage ASC attendance, and report back to the ASC. The ASC will then determine whether to keep the group on the meeting schedule. A notified absence is defined as a GSR/GSRA contacting a member of the Administrative Subcommittee to report their absence.
  - Distribution:
    - Hospitals & Institutions Subcommittee.
    - Area Group Service Representatives (GSRs).
    - Ridgeview Institute.
    - Probation Facilities.
  
- **Committee Meetings:**
  - Meetings are generally scheduled to coincide with a regularly scheduled Area meeting, generally one hour before.
  - Actions are taken based on a written agenda provided by the chairperson and then written as a report to be turned in to the Area.
  - Meetings begin with the 12 Traditions.
  - Suggested Agenda Format:

- Attendance
- Read 12 Traditions
- Recite serenity prayer
- Read previous meeting's minutes
- Old business
- New business
- Miscellaneous business
- Task assignment
- Closing

- **Hospitals & Institutions / Public Relations Coordination**

- PR should communicate with H&I committee monthly for goal setting.
- Refer any H&I meeting request information to the PR committee.
- Coordinate H&I/PR Learning Days on a biannual basis.
- A liaison should be appointed to the H&I committee.

- **Coordination with Region web site:**

The PR committee shall update the meeting information on a monthly basis with World and Regional websites per the procedures of the Region and World.

- **Budget**

- The committee produces a budget annually per Area policy for expected expenditures for the committee to fulfill the duties described herein and other activities it deems necessary to provide Public Relations per the 12 Traditions of NA and *A Guide to Local Services in Narcotics Anonymous*. All budget expenditures must be submitted by the PR Chair, or Vice Chair in their absence, prior to reimbursement by the Area.
- The committee shall adhere to the budget as approved and shall be held accountable to keep records of expenditures and shall notify area when costs are expected to exceed annual line items.

- **Contradictions:**

Any contradiction between PR policy and Area Policy shall defer to Area policy until such amendments can be made to resolve the contradiction.

- **Writing Steps in Recovery**

- **Dedication and Purpose:**

The primary purpose of this committee is to provide written Narcotics Anonymous step guidance to any incarcerated addict desiring recovery

within Narcotics Anonymous.

- **Guidelines for function:**

- All letters are sent via the NA WSR PO Box with no personal last names, addresses, or phone numbers of step guides, committee members, or any one else given to step writers. Step guides use pen names. Correspondence Only agreements with these signatures are filled with the WSR committee, the GA DOC volunteer office, and the inmate step writer's facility.
- Step guides from the WSR Committee have an individual addict assigned in the order that the step guides have qualified and that addicts of the same sex become available. The coordination secretary notifies the new step guide if they are not present at the meeting when their "term" comes up. The step guides agree to have no prior knowledge of their assigned inmate step writer, and to respect the confidentiality of their assigned addict.
- After the initial letter is read (anonymously) to the committee, all correspondences between step guide and step writer is confidential.
- All incoming and outgoing letters are logged by date and name, facility, and DOC identification number of the inmate step writer, and name, pen name, and phone number of the step guide by the coordinating secretary.
- No arrangements for rides, loans, phone calls, materials for corresponding, photos, books\*, drawings, tapes, contact family members or friends will be made between step guide and step writer. \* The Step writer may request Narcotics Anonymous Step Working Guide and upon notification of the request this guide will be sent by the corresponding secretary.
- The 12 traditions of Narcotics Anonymous will be strictly upheld.
- All rules and regulations of the institution will be strictly upheld.
- Only women write to women and only men write to men.
- At H&I commitments, the availability of WSR can be announced, including information that the committee meets monthly and that informational cards will be available upon request of the addicts behind the walls.
- Informational cards will also be available for the prison addictions and volunteer services staff so that inmates who are unable to attend the H&I presentations can have equal access to WSR.
- Any addict behind the walls or anyone who thinks they may have a problem may write the WSR Committee as a whole with any questions or concerns at any time.
- Presentations to the fellowship and to the facilities will include the WSR statement of dedication and purpose, as well as these guidelines for function. WSR will be offered to addicts at institutions only after the

institution has received a presentation and has confirmed this in writing.

- **Voting Procedure:**

NA members present at the WSR Committee meetings have a vote.

- **How to become a WSR Guide:**

Addicts will qualify and become an oriented GA DOC volunteer at the committee. They will discuss and be able to answer affirmatively all of the following questions. Step guides will be assigned an inmate step writer in the order that they have qualified and that addicts of the same sex become available. The coordinating secretary will notify the new step guide if they are not present at the meeting when their “turn” comes up.

- Is your recovery based in Narcotics Anonymous?
- Have you done an 8<sup>th</sup> and 9<sup>th</sup> step?
- Do you work the steps in writing with an NA sponsor?
- Do you have at least 2 years clean?
- Do you attend NA step meetings regularly?
- Do you have a working knowledge of the 12 steps and 12 traditions?
- Do you have experience as an NA sponsor?
- Do you have the means to provide stationery and stamps for regular correspondence?
- Do you have the willingness and availability to reply to any letter you receive within 2 weeks, and to notify the coordinating secretary each time?
- Are you willing to sign and follow the NA WSR Correspondence Only Agreement?
- Are you willing to attend at least one WSR Committee meeting or one WSR workshop per year?

- **Clean time Guidelines**

- At the discretion of the committee
- Chair – two (2) years
- Vice Chair – two (2) years
- Coordinating Secretary – two (2) years
- Assistant Coordinating Secretary – nine (9) months
- Postal Facilitator – nine (9) months
- Committee member – one (1) day

- **Responsibilities of Trusted Servants**

- Chair

- Minimum clean time requirement is 2 years.
- Keeps order in the meetings.
- Keeps discussions on topic.
- Prepares an agenda for each meeting.
- Ensures that the Traditions are upheld in all matters.
- Maintains communication between the WSR and MASC, giving a monthly report at meetings.
- Attends each meeting of MASC.
- Keeps accurate records of funds received and spent.
- Obtains check from MASC in March for PO Box 1541 (yearly payment due April 1<sup>st</sup>).
- Makes sure committee has a monthly meeting place.

**D. MASCNA Web Site Subcommittee  
Policy Document**

**1. Purpose of the Website Committee**

The Mariettana.org website has one primary purpose - To carry the message to the addict who still suffers. It is intended to further enhance this effort through modern technology and the internet. We hope this site will enhance communication within the service structure as well as provide information for professionals, organizations and communities, but most of all to an addict seeking a new way of life.

**• 2. Trusted Servants Requirements**

**Website committee shall consist of the following positions:**

- a. Website Committee Chairperson (elected by ASC) – Requirements to hold this position are 2 years clean time; 6 months service at group or area level; basic knowledge of html and web design, function and concepts. Must also own a computer and have internet access.
- b. Website Committee Vice Chairperson (chosen by committee) – Requirements to hold this position are 1 year clean time, 6 months service at group or area level, willingness to learn and eventually assume technical issues and functions involved in chair position. Must also own a computer and have internet access.

- c. Web centric Facilitator (chosen by committee) – Requirements to hold this position is 1 year clean time; working knowledge of: html, JSP, Mysql, and website design and function. Must also own a computer and have internet access.

### **3. Trusted Servant Duties**

- a. Website Committee Chair – Coordinates all website committee activities; presides at all regular, special, and general subcommittee meetings; represents subcommittee at monthly ASC meetings; ensure integrity of all content on website including adherence to 12 Traditions of Narcotics Anonymous.
- b. Website Committee Vice Chair – Works closely with and assists chairperson; in the absence of the chairperson at a meeting, assumes all responsibilities normally carried out by the chairperson. Takes minutes from secretary and verifies that any personal information has been deleted before posting to web site.
- c. Web centric Facilitator – Implements initial design and any future changes as designated by the subcommittee. This involves changes to html, JSP, database schemas, and server layout. Any changes to the map interface, whether caused by the subcommittee or the map provider, will also have to be maintained.

### **4. Committee Meetings**

The committee shall meet monthly on a schedule to be determined.

### **5. Budget**

The budget for the Website Committee is set yearly by the ASC. This money is used for domain registration\*, hosting service, clerical supplies, necessary software expense, and office supplies as needed. Money needed in excess of the annual line item budget must be approved by the ASC.

**\*website domain must be owned directly by MASCNA, not leased through a third party hosting provider**

**\*website is hosted under the Georgia Region umbrella, but domain is owned and maintained by the Marietta Area Website Subcommittee**

### **6. Basic Website Design, Content, and Work Flow**

Design and content specifics are detailed in the Committee Design and Content Document which is maintained by the Committee Chairperson. This document is available to any ASC members upon request.

- a. The Website Subcommittee adds meetings to the online schedule at the

same time they are to be added to the printed schedule.

## **ARTICLE ELEVEN: AMENDING ASC POLICY:**

Amendments to MASC policy must go back to the groups for a vote. A 2/3 majority of voting participants is required to change these guidelines. Except for waiving requirements for election to trusted servant positions (which requires a 2/3 majority), the ASC cannot vote for a one-time change or a temporary waiver in ASC policy (unless a motion is made to Suspend the Rules).

The policy Chair is allowed to make typographical changes where change in the meaning of the policy would not result. Any change is subject to review by another ASC member appointed by the MASC Chairperson.

### **Addendum A – Narcotics Anonymous Readings**

#### **Serenity Prayer**

God grant us the serenity to accept the things we cannot change, the courage to change the things we can, and the wisdom to know the difference.

#### **Twelve Traditions**

- Our common welfare should come first; personal recovery depends on N.A. unity.
- For our group purpose there is but one ultimate authority – a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
- The only requirement for membership is a desire to stop using.
- Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
- Each group has but one primary purpose – to carry the message to the addict who still suffers.
- An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
- Every N.A. group ought to be fully self-supporting, declining outside contributions.
- Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
- N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

- Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
- Our Public Relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
- Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

### **Twelve Concepts**

- To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
- The final responsibility and authority for NA services rests with the NA Groups.
- The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
- Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
- For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
- Group conscience is the means by which we invite a loving God to influence our decisions.
- All members of a service body bears substantial responsibility for that body's decisions and should be allowed to fully participate in its decision making processes.
- Our service structure depends on the integrity and effectiveness of our communications.
- All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making processes.
- Any member of a service body can petition that body for the redress of personal grievance, without fear of reprisal.
- NA funds are to be used to further our primary purpose, and must be managed

- responsibly.
- In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, not government.

## **Addendum B – The NA Service Structure Below the Area Level**

### **Regional Service Committee**

The Area is part of the Region and participates in quarterly RSC meetings. The purpose of the RSC is to serve the Areas in the Region. At the RSC, the Areas come together to do those things that are best done through collective effort, rather than through Areas acting alone. This would include things such as staging an annual convention, and building a Region group conscience to take to WSC. The RCM and RCMA represent the Area at the RSC. They attend the RCM/GSR workshop on Saturday and the RSC business meeting on Sunday. GSRs in the Area may also want to attend the RCM/GSR workshop so they can learn more about Regional Services and about how the NA structure works. Funding for the RCM and RCMA to attend the RSC meeting will consist of one night (combined) stay in the hotel, and roundtrip mileage (\$.30 per mile) to Macon, GA. Meals are not provided. Any other expenses must be voted on in advance of the RSC meeting.

### **World Service Committee**

The purpose of the WSC is to serve the worldwide Fellowship. Just as the Area is represented by our RCM at the RSC and the GSR at the ASC represents the groups, so each Region is represented by a RSR at the WSC. This completes the group conscience process, which began with individual NA member's discussions in their home groups. As long as we follow the group conscience all the way from the groups to the WSC, we open ourselves to the guidance of a loving God, which insures the health and growth of Narcotics Anonymous. When we depart from this process, self-will and diseased thinking will enter our service structure. It is up to each NA member to be vigilant in upholding the Twelve Traditions and in keeping our service structure in accord with spiritual principles.

### **Registered Groups**

The WSO keeps a record of all registered groups in the entire Fellowship. In order to remain registered, each group must do so on a yearly basis. Each September the ASC begins collecting information from each group to register all the groups in the Area to the WSO. Information needed includes the time and location of the meeting, the name of the group, and a mailing address. Once registered, each group will receive free copies of the NA Newslines and the World Conference Digest. Also on rare occasions there will be a group-by-group vote on motions placed before the WSC. Only registered groups can vote on such motions.

## **THE SERVICE STRUCTURE OF NARCOTICS ANONYMOUS**

### **Addendum C- Documents which can be Addressed by Housekeeping Motions**

The following documents may be edited via housekeeping motions: MASCNA

Minutes, Marietta Area Meeting Schedules, Group Service Representative Report Forms, Subcommittee Report Forms, Literature Order Forms, Marietta Area Expense Report Forms, Motion Forms, Nomination Forms, and Budget Forms.

**Addendum D – Parliamentary Procedure (Robert’s Rules of Order)**

**Types of Motions**

<b>Type of Motion</b>	<b>Description</b>	<b>Interrupt</b>	<b>Second</b>	<b>Debatable</b>	<b>Vote</b>
Main Motion	An idea or action that a member wants the committee to put into practice.	No	Yes	Yes	Varies
Motion to Amend	Used to change a main motion already on the floor – If the maker & 2 <sup>nd</sup> of the main motion accept it, this is called a <i>Friendly Amendment</i> and does not require a vote by the committee.	No	Yes	Yes	Simple
Call for a Vote	Used to end debate on an issue.	No	Yes	No	Two-Thirds
Motion to Table	Postpones an issue until it is ready to be voted on. Must include the time the issue will be addressed in the motion.	No	Yes	No	Simple
Motion to Remove From the Table	Used to take up a motion previously tabled.	No	Yes	No	Simple
Motion to Refer	Used when the body does not have enough information to make a decision. Sends the motion to a committee for further study.	No	Yes	Yes	Simple
Motion to Reconsider	Used to rescind a previous decision. Must meet 3 requirements for this motion to be made. 1) The decision must have occurred during the present meeting or the one immediately proceeding. 2) The member making the motion must have information that was not available when the previous vote was taken. 3) The member making the motion must have been on the prevailing side of the original vote.	No	Yes	Yes	Simple if prior notice given/ 2/3 if not
Withdraw a Motion	The maker of the motion can withdraw a motion, but only if there is no objection from voting participants.	Yes	No	No	Unanimous

Suspend the Order of the Day	Used to depart from the prearranged agenda. Examples: Can be used to vote on a new issue prior to new business. Can be used to allow for discussion without a motion on the floor.	No	Yes	Yes	Simple
Return to the Order of the Day	Used to reinstate the agenda.	No	Yes	Yes	Simple
Suspend the Rules	Used to suspend policy. Should only be used in dire circumstances. Effectively circumvents the will of the groups by ignoring their approved policy.	No	Yes	Yes	Two-Thirds
Return to the Rules	Used to reinstate the rules.	No	Yes	Yes	Simple
Motion to Adjourn	Used to close the meeting.	No	Yes	No	Simple
Appeal ruling of Chair	Used to challenge a decision the chair has made regarding the rules of order.	Yes	Yes	Yes	Simple
Housekeeping Motions	Describes motions which relate only to the business of the Area Service Committee (Article 7.D.1)	No	Yes	Yes	As described in Article 7.D.1

### Types of Procedures

Type of Motion	Description	Interrupt	Second	Debatable	Vote
Call for Order of the Day	Used if a member feels business has strayed from the agenda.	Yes	No	No	None
Point of Information	Used to ask for certain information on a motion at hand. <i>Not</i> for offering information.	Yes	No	No	None
Point of Parliamentary Inquiry	Used if a member wants to do something, but does not know how it fits into the rules of order.	Yes	No	No	None
Point of Personal Privilege	Used if something is interfering with a member's ability to participate. Example: too noisy, too hot, etc.	If urgent	No	No	None

- **After a Main Motion is Made:**

Main motions must receive a second from a GSR. If they do not, they die for a lack of second. After a motion is made, the Chairperson may rule it *out-of-order* for one of several reasons: it violates policy, it clearly contradicts the 12 Traditions or Concepts, or is made at the wrong time in the meeting. This ruling can be appealed as noted above.

After a motion is made and seconded, debate may begin. Speakers must be recognized by the chair. Discussion is usually limited to two or three pros or cons (speakers for and against the motion); however, the chair may allow more discussion if necessary. )