

Macomb Area Of Narcotics Anonymous Guidelines



The name for this society shall be M.C.A.N.A. (Macomb County Area of Narcotics Anonymous)

M.C.A.N.A. shall meet on the second Sunday of each month at Henry Ford Macomb Hospital 15855 Nineteen Mile Road – Clinton Township, Michigan between Garfield and Hayes. We meet in McAuley Room A or B depending on other hospital activities.

The starting time shall be at 10:30am, promptly. The length of this meeting shall be 2 ½ hours unless a motion to extend the time is made, seconded, and passed by a simple majority of GSR's present.

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Definition and Purpose of an Area Service Committee

An Area Service Committee (ASC) is a committee made up of representatives (GSR's) from N.A. groups within a designated area, which meets monthly for the expressed purpose of serving the specific needs of its member groups.

The most important service an ASC provides is that of group support. An ASC handles whatever functions are necessary or helpful to its groups. In order to provide these services, an ASC needs the active participation of its GSR's. A group supports its ASC both financially and emotionally. It is each group's responsibility to offer this support. The active participation of each group service representative (GSR) is essential for a successful ASC. Each GSR must keep his or her own group informed, and must represent that group's conscience in committee decisions.

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Motion, Discussion and Voting Procedures

1. MOTIONS

Motions - may be made only by GSR's, ASC subcommittee chairpersons, and officers of the ASC, excluding the chairperson. Motions pertaining to ASC subcommittees may be submitted and voted on during that subcommittee's report except for motions exceeding \$50 as per section 7.6.5.1 in our guidelines.

1.1. Motions must be written and accompanied by intent.

1.2. The following types of motions will be discussed, assigned a number by the secretary, be sent to the groups for a group conscience vote, and voted upon at the next regularly scheduled Area meeting during the Old Business portion of the Agenda.

1.2.1. Guidelines changes

1.2.2. Motions from the Regional Service Committee

1.2.3. Motions from the World Service Committee

1.2.4. Motions referred to the groups by a simple majority of the member groups present

1.2.5. All motions concerning the distribution of money, except the payment of financial obligations of the area as defined in Section [7](#)

2. DISCUSSION

Discussion is open to any N.A. member present at the discretion of the ASC chairperson.

2.1. Discussion of motions shall be limited to three pro and three con statements

2.1.1. A motion is needed to further discussion

3. VOTING

Voting is only by GSR's. The chairperson may vote to break a tie.

3.1. A quorum shall consist of 1/3 of past 3 month average of GSR's in attendance. (Month A=15, Month B=12, Month C=18 = 45 divided by 3 = 15 average per month. 1/3 of 15 = 5 GSR's required for quorum.

3.2. All voting shall be determined by a simple majority of "yes" and "no" votes given by member groups present with the following exceptions:

3.2.1. Highest vote total will decide each trusted servant position for which there is more than one nominee, and shall be conducted by secret ballot and counted by the secretary or the secretary's designee.

3.2.2. Where otherwise noted in these guidelines.

3.2.3. A GSR is allowed only one vote when voting on ASC items no matter how many groups they represent.

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4. ELECTIONS

Elections - Unopposed nominees must be approved by a simple majority of groups present.

4.1. Area Administration

- 4.1.1. Annual nominations for regular elections shall be received from groups and members in January. All nominations shall be sent back to the groups.
- 4.1.2. Annual elections shall be held in February.
- 4.1.3. A GSR cannot hold a position on the administration committee
- 4.1.4. A GSR elected to serve on the Administrative Subcommittee must give up their GSR position

4.2. Subcommittees

- 4.2.1. Annual nominations for regular elections shall be received from groups and members in May. All such nominations shall be sent back to the groups.
- 4.2.2. Annual elections shall be held in June.
- 4.2.3. A GSR cannot be a sub committee chair, they may however volunteer their service on a subcommittee
- 4.2.4. A GSR elected to serve as a subcommittee chair must give up their GSR position

4.3. Nominations

- 4.3.1. In the event a prospective nominee is unable to attend the scheduled meeting at which the nomination is to take place, the submission of a letter of willingness to serve and qualification for said position by the nominee will allow the nomination to take place.
- 4.3.2. The prospective nominee must be in attendance at the voting session unless a letter affirming willingness is received at the voting session. (If the person misses the nomination meeting and the election meeting, two letters must be received in total.)
- 4.3.3. Failure to attend or notify in writing rescinds the nomination.
- 4.3.4. Elections shall be held in the month following the nomination.

4.4. Vacant Service Positions

- 4.4.1. In the event a service position remains vacant we should continue the nomination and election processes as described in Section [4](#) of the guidelines
- 4.4.2. In the event of vacancy of any chairperson positions, the co-chairperson will temporarily assume the chairpersons responsibilities.

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5. QUALIFICATIONS and duties of Area Administration positions

5.1. Chair

5.1.1. Qualifications

- 5.1.1.1. Minimum of two year continuous abstinence
- 5.1.1.2. Service experience at the Area level
- 5.1.1.3. The willingness to give the time and resources necessary for the position
- 5.1.1.4. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A.
- 5.1.1.5. Active participation in Narcotics Anonymous

5.1.2. Duties

- 5.1.2.1. Compiles an agenda prior to each ASC meeting
- 5.1.2.2. Presides over all ASC meetings
- 5.1.2.3. Maintains lines of communication between the ASC and all its groups throughout the year
- 5.1.2.4. Is available to be a signer on all bank accounts of the ASC
- 5.1.2.5. Prepares semi-annual and annual reports (August and February)
- 5.1.2.6. Chairs the monthly Administration meeting to be held one hour prior to the ASC meeting
- 5.1.2.7. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation

5.2. Co-Chair

5.2.1. Qualifications

- 5.2.1.1. Minimum one year continuous abstinence
- 5.2.1.2. Service experience at the Area level
- 5.2.1.3. The willingness to give the time and resources necessary for the position
- 5.2.1.4. A working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of N.A.
- 5.2.1.5. Active participation in Narcotics Anonymous
- 5.2.1.6. Be willing to assume the chairpersons position after one year if approved by a majority of the groups present.

5.2.2. Duties

- 5.2.2.1. Performs all the duties and has all powers of the chairperson in their absence
- 5.2.2.2. Acts as a liaison between all subcommittees to assure proper functioning of said subcommittees, per ASC guidelines
- 5.2.2.3. Is available to be a signer on all bank accounts of the ASC
- 5.2.2.4. Advises the ASC in matters concerning area guidelines
- 5.2.2.5. Shall be responsible for maintaining all approved changes to the guidelines and creating an addendum after each ASC in which the changes were approved
- 5.2.2.6. Maintains a running list of changes to the guidelines approved by the ASC body
- 5.2.2.7. Provides updated copies of the guidelines each July and January
- 5.2.2.8. Prepares semi-annual and annual reports (August and February)
- 5.2.2.9. Attends the monthly Administration meeting
- 5.2.2.10. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation

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5.3. Secretary

5.3.1. Qualifications

- 5.3.1.1. Minimum of 6 months continuous abstinence
- 5.3.1.2. Service experience at the Area level
- 5.3.1.3. The willingness to give the time and resources necessary for the position.
- 5.3.1.4. Have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of N.A.
- 5.3.1.5. Active participation in Narcotics Anonymous

5.3.2. Duties

- 5.3.2.1. Keeps accurate minutes of each ASC meeting
- 5.3.2.2. Distributes the minutes no later than 14 days following the ASC meeting
- 5.3.2.3. Will type and distribute minutes either in person or by mail with return address (ASC current P.O. Box) to the following:
 - 5.3.2.3.1. ASC trusted servants
 - 5.3.2.3.2. All group service representatives (GSR's) that attended the last ASC meeting
 - 5.3.2.3.3. Regional Service Office (for filing of archives)
 - 5.3.2.3.4. World Service Office
- 5.3.2.4. Keeps a mailing list of all ASC trusted servants, groups, and members
- 5.3.2.5. Is available to be a signer on all bank accounts of the ASC
- 5.3.2.6. Maintains a running log of all area motions
- 5.3.2.7. Prepares semi-annual and annual reports (August and February)
- 5.3.2.8. Attends the monthly Administration meeting
- 5.3.2.9. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation

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5.4. Co-Secretary

5.4.1. Qualifications

- 5.4.1.1. Minimum of 6 months continuous abstinence
- 5.4.1.2. Service experience at the Area level
- 5.4.1.3. The willingness to give the time and resources necessary for the position
- 5.4.1.4. Be willing to assume secretary's position after one year if approved by a majority of the groups present
- 5.4.1.5. Active participation in Narcotics Anonymous
- 5.4.1.6. Have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of N.A.
- 5.4.1.7. Creates and distribute the New GSR packets at the ASC meeting.

5.4.1.7.1. Contents of New GSR Packet. (1) Current guidelines, (2) Welcome Pack (3) Note pad (4) Pencil (5) Copy of the 12 Concepts of Service.

5.4.2. Duties

- 5.4.2.1. Performs all the duties and has all the powers of the secretary in their absence
- 5.4.2.2. Works closely with the secretary to learn the responsibilities of the position
- 5.4.2.3. Acts as librarian to M.C.A.N.A., maintaining and storing the current year minutes, motions, and reports. Archiving them at the M.S.O. at the end of their term.
- 5.4.2.4. Attends the monthly Administration meeting
- 5.4.2.5. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation

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5.5. Treasurer

5.5.1. Qualifications

- 5.5.1.1. Gainfully employed
- 5.5.1.2. Minimum of two years continuous abstinence
- 5.5.1.3. Service experience at the Area level
- 5.5.1.4. The willingness to give the time and resources necessary for the position
- 5.5.1.5. Be able to keep a checking account balanced
- 5.5.1.6. Have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of N.A.
- 5.5.1.7. Active participation in Narcotics Anonymous

5.5.2. Duties

- 5.5.2.1. Primary signer of all ASC bank accounts, and is available to be signer of accounts held by subcommittees of the Area
- 5.5.2.2. Collects all donations from individuals, groups, and subcommittees of Narcotics Anonymous during the ASC monthly meeting
- 5.5.2.3. Gives and keeps receipts for income and disbursements
- 5.5.2.4. Disburses money per group conscience of the area
- 5.5.2.5. Keeps accurate records of all transactions
- 5.5.2.6. Prepares and presents a monthly report at the ASC meeting
- 5.5.2.7. Prepares semi-annual and annual reports (August and February)
- 5.5.2.8. Any fund disbursements over \$50.00 must be paid by check
- 5.5.2.9. Performs annual review of the Area's Subcommittees' financial records and checking accounts in December, with findings reported in the Treasurer's annual report in January
- 5.5.2.10. Attends the monthly Administration meeting
- 5.5.2.11. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation

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5.6. Co-Treasurer

5.6.1. Qualifications

- 5.6.1.1. Gainfully employed
- 5.6.1.2. Minimum of one year continuous abstinence
- 5.6.1.3. Service experience at the Area level
- 5.6.1.4. The willingness to give the time and resources necessary for the position
- 5.6.1.5. Have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of N.A.
- 5.6.1.6. Be willing to assume the Treasurer's position after one year if approved by a simple majority of groups present
- 5.6.1.7. Active participation in Narcotics Anonymous
- 5.6.1.8. The ability to keep a checking account balanced

5.6.2. Duties

- 5.6.2.1. Performs all the duties and has all the powers of the treasurer in their absence
- 5.6.2.2. Works closely with the Treasurer to learn the responsibilities of the position
- 5.6.2.3. Performs an annual review of the Area's financial records and checking accounts in July, with findings reported in the Treasurer's semi-annual report in August
- 5.6.2.4. Assists the Treasurer with the annual Subcommittee audits
- 5.6.2.5. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation

5.7. Regional Committee Member (RCM)

5.7.1. Qualifications

- 5.7.1.1. Minimum two years continuous abstinence
- 5.7.1.2. Service experience at the Area level
- 5.7.1.3. The willingness to give the time and resources necessary for the position
- 5.7.1.4. Have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of N.A.
- 5.7.1.5. Active participation in Narcotics Anonymous

5.7.2. Duties

- 5.7.2.1. Provides communication between the area and the rest of N.A., primarily the Metro Detroit Region of Narcotics Anonymous
- 5.7.2.2. Attends all ASC, RSC, and RCM forums
- 5.7.2.3. Attends as many group business meetings as possible
- 5.7.2.4. Represents and carries our area's group conscience at all RSC meetings
- 5.7.2.5. Prepares and presents reports at all ASC and RSC meetings
- 5.7.2.6. Prepares semi-annual and annual reports (August and February)
- 5.7.2.7. Attends the monthly Administration meeting
- 5.7.2.8. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation

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5.8. Regional Committee Member Alternate (RCM Alternate)

5.8.1. Qualifications

- 5.8.1.1. Minimum of one-year continuance absence
- 5.8.1.2. Service experience at the Area level
- 5.8.1.3. The willingness to give the time and resources necessary for the position
- 5.8.1.4. Have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of N.A.
- 5.8.1.5. Active participation in Narcotics Anonymous

5.8.2. Duties

- 5.8.2.1. Performs all duties and has all the powers of RCM in their absence
- 5.8.2.2. Attends all ASC, RSC, and RCM forums
- 5.8.2.3. Prepares a written report of each ASC meeting for presentation at the RSC
- 5.8.2.4. Works closely with the RCM to learn the responsibilities of the position
- 5.8.2.5. Attends the monthly Admin meeting
- 5.8.2.6. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation

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6. Qualification and Duties of Area Sub-Committee Positions

6.1. General Duties of the Area Subcommittees

- 6.1.1. Each subcommittee will follow the suggestions in the corresponding World Service Conference Committee Handbook to the best of its ability
- 6.1.2. Each subcommittee shall submit an itemized budget request in the months of July, November, and March to be taken back to the groups for vote of approval
- 6.1.3. Each Subcommittee will conduct a monthly meeting, and will schedule the time and place of the meeting to be as open as possible to any and all interested members of N.A.
- 6.1.4. Each Subcommittee will give a report of their monthly activities when scheduled in the agenda of each ASC meeting
- 6.1.5. Each Subcommittee will keep minutes of all its meetings
- 6.1.6. Each Subcommittee will keep a record of all income and expenses from every function it sponsors
- 6.1.7. Each Subcommittee will submit all its receipts, financial records and its checkbook (if need be) for review within seven days to the Area Treasurer when requested to do so in writing at the ASC, or when needed for annual reviews
- 6.1.8. The subcommittee chair or representative shall attend all the corresponding Regional Committee meetings

6.2. General Qualifications for all Committee Chairs

- 6.2.1. Minimum of one-year continuous abstinence
- 6.2.2. The willingness to give the time and resources necessary for the position
- 6.2.3. Have a working knowledge of the 12 Steps and 12 Traditions and 12 Concepts of N.A.
- 6.2.4. Active participation in Narcotics Anonymous

6.3. Administrative Subcommittee

- 6.3.1. This committee will consist of Chair, Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM, and RCM Alternate of M.C.A.N.A.
- 6.3.2. The Administrative Subcommittee will meet monthly at 9:30 am on the 2nd Sunday of the month before the Area Meeting
- 6.3.3. The Subcommittee will provide groups with proposed guideline changes and new guideline additions
- 6.3.4. As new subcommittees are formed, this Subcommittee will propose guidelines
- 6.3.5. This Subcommittee will propose special committees to the area for a specific task and time. These special committees shall be known as ad-hoc subcommittees
- 6.3.6. When questions concerning the 12 Traditions and 12 Concepts come up, this Subcommittee shall be used as a resource to find answers
- 6.3.7. Shall maintain a calendar of events and publish it in the monthly minutes or newsletter
- 6.3.8. Shall submit an itemized budget request in April and October to be taken back to the groups for vote of approval.

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6.4. Activities Subcommittee

The Activities Subcommittee schedules recovery oriented recreational activities and also raises funds for area and regional events. Any cash from an activities event must be deposited immediately into the Macomb Area Activities Subcommittee's Bank account. This Subcommittee consists of Chair, Co-Chair, Treasurer, Co-Treasurer, Secretary, Co-Secretary and any N.A. members involved with Activity Committee functions

6.4.1. Activities Chair Duties

- 6.4.1.1. Schedule and chair Activities meetings
- 6.4.1.2. Give monthly report of Subcommittee's events at ASC
- 6.4.1.3. Oversees proper scheduling of events, halls, DJ's etc., and assures that delegated responsibilities of the Subcommittee are properly fulfilled
- 6.4.1.4. Responsible for seeing that all supplies are purchased for each event
- 6.4.1.5. Responsible for opening and chairing each event
- 6.4.1.6. Responsible to make sure that any facility used by the Activities Subcommittee is left as it was found
- 6.4.1.7. Assures cash receipts are safely deposited immediately after each event if the Activities Treasurer or Co-Treasurer is unavailable
- 6.4.1.8. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation

6.4.2. Activities Co-Chair Duties

- 6.4.2.1. Performs all duties and has all powers of the Chair in their absence
- 6.4.2.2. Responsible for setting up tables, making coffee, soft drinks, and any other supplies needed at the event
- 6.4.2.3. Responsible for scheduling kitchen help
- 6.4.2.4. Assures cash receipts are safely deposited immediately after each event if the Treasurer or Co-Treasurer is unavailable
- 6.4.2.5. Unannounced nonattendance for two consecutive sub-committee meetings or relapse shall constitute trusted servant resignation

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6.4.3. Activities Treasurers Duties

- 6.4.3.1. Responsible for collecting all monies at Activities Subcommittee events, and assures cash receipts are safely deposited in the Macomb Area Activities Subcommittee's bank account immediately following said events.
- 6.4.3.2. Prepares a monthly financial report including records of all income and expenses and delivers said report directly and personally to the Macomb ASC.
- 6.4.3.3. Prepares an annual financial report that is to be presented every June to the ASC
- 6.4.3.4. Responsible for scheduling people to sell concessions, 50/50 Raffle tickets, and keep track of all monies from these sales
- 6.4.3.5. Unannounced nonattendance for two consecutive sub-committee meetings or relapse shall constitute trusted servant resignation

6.4.4. Activities Co-Treasurer Duties

- 6.4.4.1. Performs all duties and has all powers of the Treasurer in their absence
- 6.4.4.2. Accompanies the Treasurer to the bank to assure cash receipts are safely deposited immediately after each Activities event
- 6.4.4.3. Responsible for scheduling Serenity Keepers
- 6.4.4.4. Unannounced nonattendance for two consecutive sub-committee meetings or relapse shall constitute trusted servant resignation

6.4.5. Activities Secretary Duties

- 6.4.5.1. Keeps accurate minutes of each Activities meeting
- 6.4.5.2. Keeps mailing and phone lists of all active members of Activities Committee
- 6.4.5.3. Unannounced nonattendance for two consecutive sub-committee meetings or relapse shall constitute trusted servant resignation

6.4.6. Activities Co-Secretary Duties

- 6.4.6.1. Performs all duties and has all powers of the Secretary in their absence
- 6.4.6.2. Helps set up facility for Activities functions
- 6.4.6.3. Responsible for keeping event volunteer positions filled
- 6.4.6.4. Unannounced nonattendance for two consecutive sub-committee meetings or relapse shall constitute trusted servant resignation

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6.5. Hospitals and Institutions Subcommittee

H & I carries the Narcotics Anonymous message and distributes literature to facilities housing addicts seeking recovery throughout Macomb County. The H & I Subcommittee shall consist of a Chairperson, Co-Chairperson, Secretary, Co-Secretary, Literature Coordinator, and a Panel Coordinator.

6.5.1. Chairperson Duties

- 6.5.1.1. Prepares an agenda for each subcommittee meeting
- 6.5.1.2. Give monthly report of Subcommittee's events at ASC
- 6.5.1.3. Attends each meeting of the regional H&I subcommittee and brings a report of its activities back to the H&I Subcommittee
- 6.5.1.4. Works with the Panel Coordinator(s) to draft all correspondence to facilities served by the subcommittee
- 6.5.1.5. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation

6.5.2. Co-Chairperson Duties

- 6.5.2.1. Helps chairperson keep proceedings orderly
- 6.5.2.2. Acts as chairperson in the case of chairperson's absence
- 6.5.2.3. If the office of Chairperson becomes vacant, serves as the chair until confirmed by the ASC or until new chair is elected
- 6.5.2.4. Unannounced nonattendance for two consecutive Subcommittee meetings or relapse shall constitute trusted servant resignation

6.5.3. Secretary Duties

- 6.5.3.1. Record minutes of all subcommittee meetings
- 6.5.3.2. Copy and distributes those minutes
- 6.5.3.3. Keep records of all subcommittee members including addresses and telephone numbers
- 6.5.3.4. Keep copies of all guidelines, rules, and regulations from any institution visited by H & I volunteers
- 6.5.3.5. Maintains meeting referral information about the fellowship so that panel leaders can refer those leaving an H&I setting for another area, to a meeting or help line number
- 6.5.3.6. Unannounced nonattendance for two consecutive Subcommittee meetings or relapse shall constitute trusted servant resignation

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6.5.4. Co-Secretary Duties

- 6.5.4.1. Acts as secretary in the case of Secretary's absence
- 6.5.4.2. Responsible for storing of minutes from each monthly meeting
- 6.5.4.3. Maintains the master H & I volunteer list and collects and circulates sign-up sheets for new volunteers at area meetings
- 6.5.4.4. Unannounced nonattendance for two consecutive Subcommittee meetings or relapse shall constitute trusted servant resignation

6.5.5. Literature Coordinator Duties

- 6.5.5.1. Distributes Narcotics Anonymous World Services approved literature or other approved items used in carrying the N.A. message, to panel leaders
- 6.5.5.2. Keeps complete records of all distributions, and gives an itemized report at the regular subcommittee meetings on what literature was distributed to each institution
- 6.5.5.3. Assesses each institution's literature needs regularly to ensure that literature distributions are reasonable
- 6.5.5.4. Unannounced nonattendance for two consecutive Subcommittee meetings or relapse shall constitute trusted servant resignation

6.5.6. Panel Coordinator Duties

- 6.5.6.1. Oversees that meetings and presentations are conducted in accordance within the guidelines of the H&I Subcommittee and the rules of the facility
- 6.5.6.2. Liaison between the H&I subcommittee and a given facility. A single person may act as Panel Coordinator to multiple institutions as needed
- 6.5.6.3. In the event that no panel coordinator can be placed for a particular institution, the responsibilities of the panel coordinator for that institution will fall to the Co-Chairperson or Chairperson if no Co-Chair is available
- 6.5.6.4. Unannounced nonattendance for two consecutive Subcommittee meetings or relapse shall constitute trusted servant resignation

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6.6. Literature Subcommittee

- 6.6.1. This subcommittee consists of Chair and any N.A. member who wishes to carry the message of recovery within our literature.
- 6.6.2. This subcommittee shall partake in the development and approval process of Narcotics Anonymous literature
- 6.6.3. Unannounced nonattendance of chairperson for two consecutive area meetings or relapse shall constitute trusted servant resignation

6.7. Public Relations Subcommittee

- 6.7.1. This subcommittee consists of Chair and any N.A. member who wishes to better carry the message of recovery to those who have not heard of us or misinterpret us. This committee will inform the public that N.A. exists and offers recovery from the disease of addiction
- 6.7.2. This subcommittee shall unify efforts of public information and relations inside and outside the fellowship
- 6.7.3. This subcommittee will keep examples and guidelines of all information that has been used to carry out the tasks of this subcommittee
- 6.7.4. Unannounced nonattendance of chairperson for two consecutive area meetings or relapse shall constitute trusted servant resignation

6.8. Helpline Subcommittee

- 6.8.1. This subcommittee consists of Chair and any interested N.A. member who wishes to better carry the message of recovery by maintaining and coordinating a system through which the still suffering addict and interested parties can directly contact the N.A. Fellowship
- 6.8.2. The Chair will report to the ASC on Regional Help line committee issues
- 6.8.3. Unannounced nonattendance of chairperson for two consecutive area meetings or relapse shall constitute trusted servant resignation
- 6.8.4. Notify MSO in event of meeting changes when the position of Outreach Chair is vacant.

6.9. Newsletter Subcommittee

- 6.9.1. This subcommittee consists of Chair and any N.A. member who wishes to carry the message of recovery within our newsletters, "Macomb Miracles"
- 6.9.2. This subcommittee will attend all A.S.C. meetings and deliver copies of the Macomb Miracles for distribution throughout the Macomb Area
- 6.9.3. This subcommittee is responsible for reporting information regarding any N.A. Fellowship activities such as fund-raisers, anniversaries, etc.
- 6.9.4. Unannounced nonattendance of chairperson for two consecutive area meetings or relapse shall constitute trusted servant resignation

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6.10. Outreach Subcommittee

- 6.10.1. This subcommittee consists of a Chair and other interested addicts who wish to help reach out to groups not normally in contact with the A.S.C.
- 6.10.2. This subcommittee compiles and maintains a list of group attendance at the A.S.C.
- 6.10.3. This subcommittee will deliver Area meeting minutes to as many area groups as possible that do not have GSR's in attendance at the A.S.C.
- 6.10.4. This subcommittee will report back to the A.S.C. with answers from concerned members of said groups to the questions on how the area can best serve them
- 6.10.5. Work with PR to make the message of recovery available to all addicts
- 6.10.6. Unannounced nonattendance of chairperson for two consecutive area meetings or relapse shall constitute trusted servant resignation
- 6.10.7. Notify MSO in event of meeting changes in Macomb County.

6.11. Area Website Subcommittee.

- 6.11.1. This committee consists of the Area Web Servant (AWS), who will act as committee chair, and any N.A. member who wishes to better carry the message of recovery to NA members and the general public via the Internet at the Macomb ASC Website.
- 6.11.2. In addition to the general qualifications of all subcommittee Section [6.1](#) & [6.2](#) chair person should have the following qualifications and duties:
 - 6.11.2.1. A minimum of 1 year Public Relations experience
 - 6.11.2.2. The computer skills & knowledge necessary to perform the duties of this position
 - 6.11.2.3. Act as the ASC's representative to all Statewide Website committee meetings.
- 6.11.3. The Macomb Area shall be responsible for furnishing the necessary software to perform the tasks of this subcommittee and will remain the property of the area upon completion of each subcommittee chair's term.
- 6.11.4. The subcommittee will follow the suggested guidelines for the Statewide Website by the State of Michigan Website Committee (SMWC) and the suggestions in the World Service Conference Committee Handbook for Public Relations.
- 6.11.5. This subcommittee will maintain the on-line meeting list for the Macomb Area in a timely manner and publish all information regarding meeting cancellations and or changes of location and time.
- 6.11.6. This subcommittee will work closely with the Administrative, Public Relations, Hospital & Institution, Activities and Newsletter subcommittees to assure timely posting of all events, the Area Newsletter on the Internet and other business for discussion by the ASC and its members.
- 6.11.7. This subcommittee will monitor the ASC's e-mail as the ASC's primary Web contact and will respond in a timely manner or forward the e-mail to the appropriate ASC trusted servant for response.
- 6.11.8. Unannounced nonattendance of chairperson for two consecutive area meetings or relapse shall constitute trusted servant resignation

Macomb Area Of Narcotics Anonymous Guidelines

7. DISBURSEMENT of M.C.A.N.A. funds

7.1. **Definitions of Funds**

- 7.1.1. Prudent Reserve - The M.C.A.N.A. shall maintain a Prudent Reserve to provide a cushion in case of unforeseen financial obligations. The amount of the Prudent Reserve shall be enough to cover the cost of one month's rent and cost of mailing the monthly minutes, all subcommittee budgets, \$50 to cover administrative expenses, \$50 to provide for RCM expenses and \$50 to provide start-up for new meetings. This amount shall not be in excess of \$825
- 7.1.2. The amount of the Prudent Reserve shall be submitted in each Administrative Committee budget
- 7.1.3. General Fund - the accumulated Group Donation, 7th Tradition, and Subcommittee proceeds for the month, to be used to fulfill the Area's monthly obligations
- 7.1.4. The General Fund shall be created every month at the area meeting and all funds shall be dispersed from it as provided under Section [7.4](#)

7.2. **Sources of Funding**

- 7.2.1. Group Donations - Group donations go into the General Fund for the month they are donated
- 7.2.2. Subcommittee Proceeds - any funds submitted to the Area from its various subcommittees, either as returns from monies not used or as profits from activities sponsored by the area shall go into the General Fund for the month they are received
- 7.2.3. 7th Tradition - 7th Tradition donations shall go into the General Fund for the month they are donated. Any funds donated not from the Groups or Subcommittees of the Macomb Area shall be considered 7th Tradition donations

Macomb Area Of Narcotics Anonymous Guidelines

7.3. Area Financial Obligations

- 7.3.1. Normal Obligations - Normal obligations are those incurred, or that can be reasonably expected to be incurred, by the Area during a given month. Normal obligations do not require approval by the groups to disburse.
- 7.3.2. Any obligations mentioned under the Prudent Reserve definition, Section [7.1.1](#), up to the amounts indicated in that definition
- 7.3.3. H & I - up to the current budgeted amount, more to be approved per month by special motion during H & I Chair report
- 7.3.4. PR - up to the current budgeted amount, more to be approved per month by special motion during PR Chair report
- 7.3.5. Newsletter - up to the current budgeted amount, more to be approved per month by special motion during Newsletter Chair report
- 7.3.6. Helpline - up to the current budgeted amount, more to be approved per month by special motion during Helpline Chair report
- 7.3.7. Literature - up to the current budgeted amount, more to be approved per month by special motion during Literature Chair report
- 7.3.8. Outreach - up to the current budgeted amount, more to be approved per month by special motion during Outreach Chair report
- 7.3.9. Area Website Committee – up to the current budgeted amount, more to be approved per month by special motion during the Area Web Servant report.

7.4. Payment Priorities

Monies from the General Fund established each month shall be paid according to the following descending priority.

- 7.4.1. Rent as defined in the current budget
- 7.4.2. Administrative Costs – up to the current budgeted amount
- 7.4.3. H & I - up to the current budgeted amount
- 7.4.4. PR - up to the current budgeted amount
- 7.4.5. Outreach - up to the current budgeted amount
- 7.4.6. Helpline - up to the current budgeted amount
- 7.4.7. Literature - up to the current budgeted amount
- 7.4.8. Newsletter - up to the current budgeted amount
- 7.4.9. Area Website Committee – up to the current budgeted amount
- 7.4.10. RCM - Reimbursement of incidental costs incurred by our RCM and RCM alternate in conjunction with their duties up to \$50
- 7.4.11. Prudent Reserve - Any monies left after payment of the preceding obligations shall be used to replenish the Prudent Reserve to the level defined in Section [7.1.1](#)
- 7.4.12. General Fund – Any monies remaining in the General Fund after the preceding obligations are met, shall be given to the RCM or RCM alternate to be taken to the Region as the Area's monthly donation unless over ridden by 2/3-majority vote of active groups, until further directed by the groups as to the disposition of the affected funds

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7.5. Payment of obligations

7.5.1. In order to track the Area's spending during the course of the monthly meeting the Treasurer shall announce the remaining amounts available in the General Fund:

7.5.1.1. Following the Group and 7th Tradition donations, and prior to the Area Subcommittee Reports

7.5.1.2. Immediately following New Business

7.5.1.3. Whenever the amount is required as a point of information

7.5.2. The Treasurer will keep a running total of the amount left in the General Fund as each disbursement is made. Payment shall be made in the following manner:

7.5.2.1. Any normal out of pocket costs incurred by a trusted servant as outlined in Section [7.3.1](#) with cash provided that the trusted servant turns in the original receipt

7.5.2.2. All checks shall be made out to the provider of the goods or services to be purchased The Treasurer should avoid making any check out in the name of a Trusted Servant or to Cash

7.5.2.3. Receipts must clearly state the name and phone number or address of the business receiving payment

7.5.2.4. Original receipts must be provided whenever practical. A photocopy of the original receipt will be acceptable in other cases

7.5.2.5. For monies paid in advance of the purchase, the receipt for the purchase must be turned in at the next regular monthly Area Meeting. The Treasurer can require the submission of missing receipts as a prerequisite to releasing any further funding.

7.5.2.6. Any amount over \$50 shall be paid by check

7.5.2.7. Any amount under \$50 may be paid as cash or by check, whichever is most practical as deemed by the Treasurer

7.5.2.8. All checks shall be made out to the provider of the goods or services to be purchased. The Treasurer should avoid making any check out in the name of a Trusted Servant or to Cash

7.5.2.9. For monies paid in advance of the purchase, the receipt for the purchase must be turned in at the next regular monthly Area Meeting. The Treasurer can require the submission of missing receipts as a prerequisite to releasing any further funding.

Macomb Area Of Narcotics Anonymous Guidelines

7.6. Special Obligations

- 7.6.1. Special projects are those undertaken by M.C.A.N.A. that do not fall under the scope of normal obligations. Such projects include, but are not limited to: Area workshops, learning days and mini-conventions, and sponsorship of Regional business meetings, workshops, learning days or conventions.
- 7.6.2. All motions to fund special projects must be sent back to the groups for approval.
- 7.6.3. Funds - Funding for any special projects shall be provided in the following manner:
 - 7.6.3.1. A committee or group seeking funds shall provide as part of a normal motion an expected monthly expenditure estimate, as well as an estimate of the length of time in months in which such funding will be required.
 - 7.6.3.2. The estimate shall be sent to the groups as part of the motion for approval of the project
 - 7.6.3.3. Upon approval of the groups, funding as estimated will be provided for the special project exactly as any other normal obligation of the area would be treated. Special projects will be prioritized after all other normal business and before disbursement of funds to the Region, unless otherwise prioritized by approval of the groups.
 - 7.6.3.4. The Chair or group overseeing the special project shall provide monthly financial statements and receipts for all items and services purchased.
 - 7.6.3.5. Funding over and above monthly estimates may be provided by special motion and need not go back to the groups for approval as long as the funding does not exceed \$50
 - 7.6.3.6. Funding beyond the original estimate of time the monies would be needed must be sent back to the groups for re-approval.

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- 7.6.4. Disbursement of Proceeds - Should a special project result in funds remaining unused or funds generated in excess of those supplied, they shall be dispersed in the following manner:
- 7.6.4.1. The Chair or group overseeing the special project will provide a closing financial statement, along with the monies to be dispersed, to the Treasurer.
 - 7.6.4.2. In the case of events sponsored or cosponsored with another Narcotics Anonymous service organization, the Treasurer will evenly divide the proceeds and make payment to the other service organization(s) according to the guidelines set under Sections 7.5.2.1.1
 - 7.6.4.3. The Treasurer shall be required to receive receipts from the representatives of other service organizations to whom special project funds have been disbursed which note the representative's name and organization.
- 7.6.5. Funding Requests - Funding requests received from other Narcotics Anonymous Service Organizations must be referred back to the groups except in the following instance.
- 7.6.5.1. Funding requests for \$50 or less may be immediately voted upon if money exists in the General Fund after all other normal obligations and special projects are funded.
 - 7.6.5.2. Emergency Funding up to \$100 may be provided after all other normal obligations and special project are funded. This must be approved by a 2/3-majority vote of the GSR's present.

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8. MCANA At a Glance Calendar

Month	Activity	Responsibility/Affects
January	<ul style="list-style-type: none"> Nominations (Area Admin) (to be taken back to groups) 	All Area Admin <ul style="list-style-type: none"> Chair Co-Chair Secretary Co-Secretary Treasurer Co-Treasurer RCM RCM Alternate
	<ul style="list-style-type: none"> Report to the Area on the Sub-Committee's Financial Records 	<ul style="list-style-type: none"> Area Treasurer
	<ul style="list-style-type: none"> Provide updated copies of the Guidelines to the Area 	<ul style="list-style-type: none"> Area Co-Chair
February	<ul style="list-style-type: none"> Elections (Area Admin) 	<ul style="list-style-type: none"> GSR's
	<ul style="list-style-type: none"> Administration Committee Annual Reports 	<ul style="list-style-type: none"> Area Chair Area Co-Chair Area Secretary Area Treasurer RCM
March	<ul style="list-style-type: none"> Submit Budget Request (to be taken back to groups) 	All Sub-Committees <ul style="list-style-type: none"> Activities H&I PR Newsletter Helpline Literature Outreach Area Web Site
April	<ul style="list-style-type: none"> Vote on Sub-Committee's Budget Request 	GSR
	<ul style="list-style-type: none"> Submit Itemized Budget Request (to be taken back to groups) 	<ul style="list-style-type: none"> Administrative Committee

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Month	Activity	Responsibility/Affects
May	<ul style="list-style-type: none"> • Vote on Administration committee Budget Request 	<ul style="list-style-type: none"> • GSR
	<ul style="list-style-type: none"> • Nominations (Sub-Committee) (to be taken back to groups) 	All Sub-Committees <ul style="list-style-type: none"> • Activities • H&I • PR • Newsletter • Helpline • Literature • Outreach • Area Web Site
June	<ul style="list-style-type: none"> • Elections (Sub-Committees) 	<ul style="list-style-type: none"> • GSR
July	<ul style="list-style-type: none"> • Submit Budget Request (to be taken back to groups) 	All Sub-Committees <ul style="list-style-type: none"> • Activities • H&I • PR • Newsletter • Helpline • Literature • Outreach • Area Web Site
	<ul style="list-style-type: none"> • Provide updated copies of the Guidelines to the Area 	<ul style="list-style-type: none"> • Co-Chair
	<ul style="list-style-type: none"> • Review of the Area's Financial Records 	<ul style="list-style-type: none"> • Co-Treasurer
August	<ul style="list-style-type: none"> • Vote on Sub-Committee's Budget Request 	<ul style="list-style-type: none"> • GSR
	<ul style="list-style-type: none"> • Administration Committee Semi-Annual Reports 	<ul style="list-style-type: none"> • Area Chair • Area Co-Chair • Area Secretary • Area Treasurer • RCM
	<ul style="list-style-type: none"> • Report to the Area on the Area's Financial Records 	<ul style="list-style-type: none"> • Co-treasurer
September	<ul style="list-style-type: none"> • No Scheduled Activities 	<ul style="list-style-type: none"> •
October	<ul style="list-style-type: none"> • Submit Itemized Budget Request (to be taken back to groups) 	<ul style="list-style-type: none"> • Administration Committee

Macomb Area Of Narcotics Anonymous Guidelines

Month	Activity	Responsibility/Affects
November	<ul style="list-style-type: none"> • Vote on Administration committee Budget Request 	<ul style="list-style-type: none"> • GSR
	<ul style="list-style-type: none"> • Submit Budget Request (to be taken back to groups) 	All Sub-Committees <ul style="list-style-type: none"> • Activities • H&I • PR • Newsletter • Helpline • Literature • Outreach • Area Web Site
December	<ul style="list-style-type: none"> • Vote on Sub-Committee's Budget Request 	<ul style="list-style-type: none"> • GSR
	<ul style="list-style-type: none"> • Review Sub-Committee's Financial Records 	<ul style="list-style-type: none"> • Area Treasurer

Macomb Area Of Narcotics Anonymous Guidelines

9. *Revision History*

Date	Revision Description	Revision Made By
02/14/2010	Updated by Ad-Hoc Policy Committee	Frank K