

# Michigan Regional Procedures

## February 2009

### Article 1. Name

#### **Name:**

The name of this committee shall be Michigan Regional Service Committee, Inc., referred to as "MRSC"

### Article 2. Definition and Purpose

#### Definition:

This regional service committee is made up of regional committee members from any seated area service committee "ASC's" from any area within the Michigan region. (MRSC).

#### Purpose:

Our purpose is to serve as an educational and a communications tool for the "ASC's" that we serve. WE meet regularly to exchange information, and to help unify our member areas. As shown by the trust embodied in the members of this committee, we shall seek to find respectful and loving completion of the committee's goals.

### Article 3. Voting Procedures

#### Consensus:

For a formal decision making process for resolution of matters brought to the MRSC Inc, the committee will seek consensus. We shall strive for substantial consensus of all regional elected or appointed members in our decision making process. If this is not found, substantial consensus by the RCM's only will be sought. Failing consensus of RCM's the matter will be given to the ASC's for a resolution.

#### Quorum:

A quorum shall consist of a simple majority of active member areas. If an area is not represented at two consecutive regularly scheduled MRSC Inc, meetings it will be accorded "inactive" status for the sake of quorum computation at the second meeting. Active status shall be returned upon that area attending a MRSC Inc., meeting. A quorum must be reached and maintained for the committee to conduct business.

#### Motions:

All members of the committee may make motions.

#### Discussion of Motions:

Through the use of a facilitator, consensus will be sought of the MRSC. All NA members in attendance at the MRSC Inc. meeting shall have the right to participate in discussion. The facilitator will recognize members participating in discussions before they speak and comments should be directed to the committee as a whole.

### Article 4. Election of Trusted Servants

The regional committee will hold an election in February for the positions of facilitator, co-facilitator, secretary, co-secretary, treasurer and co-treasurer for one-year terms. Selection of Resource persons to provide sub-committee support shall be selected annually in June. Election of the Regional Delegate and Alternate Delegate is a (2) year term and will take place in June.

### Article 5. Duties of Trusted Servants

#### Facilitator:

To guide the MRSC Inc. decision making process of consensus, to keep meetings orderly and peaceful, to provide advance notice of topics for discussion and to attempt to maintain a cooperative atmosphere of recovery in meetings through the use of principled discussion.

Co-facilitator:

To assist the facilitator in the performance of their duties, and to assume the duties of the facilitator in their absence.

Treasurer:

Keeps full and accurate financial records for the MRSC Inc, is to present a financial report at every MRSC meeting, will receive and deposit funds as presented, distributes funds as directed by the MRSC, is the primary signer of all checks, along with the hired accountant to assume account accuracy, receipts all transactions, presents a yearly report at the February MRSC meeting, will attempt direct purchases of items whenever possible, will relocate bank account if approved, will forward donations as directed by decisions of the MRSC. Treasurer will distribute funds for the following items without formal approval: expense for MRSC minutes distribution, agenda mailings, copies of materials needed for discussion, post office box rental and phone bills properly submitted with nature of business indicated on the photocopied billing.

Co-Treasurer

To assist the Treasurer in the completion of their duties, and to assume the duties of the Treasurer in their absence.

Secretary Outline of duties and responsibilities of Secretary

1. Responsible for written records of MRSC Inc, meetings.
2. Maintains a listing of all MRSC Inc., members throughout the region.
3. Notifies MRSC members of all MRSC meetings by mail.
4. Types and distributes minutes no later than ten days following each MRSC Inc., meeting.
5. Distribution of these minutes to the following:
  - a. MRSC Inc. members – priority given to facilitator and the RCM's
  - b. Michigan Service Office archive files.
6. May be a co-signer on all bank accounts of the MRSC Inc.

Co-Secretary:

To assist the Secretary in the completion of their duties, and to assume the duties of the Secretary in their absence.

Regional Delegate:

To serve as the primary liaison between the WSC and MRSC Inc, to make materials available from NAWS to the Regional Committee as requested, attends the MRSC, WSC meetings and Area meetings as requested, to be a co-signer of the MRSC Inc., bank account, as needed.

Regional Delegate Alternate:

To assist the RD in their duties, will perform the Rd's duties in their absence, to attend MRSC Inc., and WSC meetings and Area meetings as requested.

Resource Members:

The region shall, with its collective experience, attempt to appropriately respond to all subcommittee requests from its member areas and the Narcotics Anonymous World Services (NAWS), to assist in accomplishing tasks as identified by the ASC's, to serve as a liaison to any subcommittee within the Region seeking information, assistance or communication for any service activity