

MID-STATE UNITY AREA



MID-STATE UNITY AREA SERVICE COMMITTEE POLICY PUBLICATION

VERSION 2017.2

Sections I - V consist of MSUASC policy and cannot be added to, changed, deleted or waived (suspended) without the conscience of the Groups, as expressed through the votes of the GSRs.

Section VI consists of Subcommittee's Internal Guidelines and can be added to, changed, deleted or waived (suspended) at the discretion of each subcommittee. The subcommittees remain responsible to the ASC, therefore any changes to subcommittee guidelines need to be reported to the ASC at the next ASC meeting. The ASC has the authority to ask any subcommittee to revoke any changes.

MSUASCNA Change Log

Any changes to the annual revision of the policy document will be listed here along with the corresponding page number.

III. D. 5. (pg. 5) - Prudent Reserve shall be 1/6th of the annual budgets for the MSUASC. (1/03, 1/17)

IV.A.11 (pg. 7) - An existing elected trusted servant shall be selected by the Administrative Officers to attend Region as the MSUA representative in the event that the RCM or Alt RCM cannot attend Region. (4/2017)

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Dates in parentheses following a policy refer to the date the policy was adopted.

MID-STATE UNITY AREA SERVICE COMMITTEE MSUA POLICY

I. Purpose

The Primary Purpose of the MSUASCNA is to carry the message of Narcotics Anonymous to the addict who still suffers; to create unity within our area and Connecticut region through open communication between its groups and fellowship of Narcotics Anonymous in accordance with our Twelve Traditions.

To ensure that our Primary Purpose is carried out, the MSUASCNA shall have subcommittees directly responsible to those they serve.

II. Function

1. To create unity between the Groups we serve in our Area.
2. To hold regularly scheduled ASC meetings.
3. To establish and maintain accountability throughout the MSUA, including general funds and all subcommittees.
4. To hold elections as needed for the Administrative Officers and all Subcommittee chairs of the ASC
5. To maintain a post office box.
6. To create ad-hoc committees to respond to needs as they arise; to serve as a platform for the initialization of work to be finalized at the area level.
7. To encourage support and coordinate all M.S.U.A subcommittees.
8. To maintain communication between World and Regional Services and those we serve.
9. To host the annual holiday marathon meetings. The Activities committee will act as coordinator for the marathon meetings but the responsibility for them rests with the entire MSUASC.

III. Rules of Order

A. General

1. The MSUASC adopt those portions of A Guide to local Service Narcotics Anonymous that apply to area service committees except when they may be in direct conflict with area policy.
2. All hands are to be raised, in order to be recognized by the chair, on the floor of the ASC meeting. (8/88)
3. Written group reports to be submitted from each group at ASC meeting. (8/88)
4. The ASC will meet the second Monday of the month at 7:00pm. Any changes to the location, date and or time of MSUASCNA Meeting shall be voted on by all members present. (9/90)
5. All members of the ASC shall be present for the entire ASC meeting to be counted as present. (11/87)
6. The ASC shall provide each group with a Conference Agenda Report. (1/88 & 3/00)
7. The ASC shall not conduct business unless quorum is met. Business shall be defined as any part of the ASC that requires voting. Quorum shall be defined as 2/3 of all voting members and shall be determined after each roll call.
8. **For flyers to be distributed at the MSUASC, they must include the following information:**

- a. One of the NA's registered trademarks. Some of the NA Fellowship's registered trademarks are: the name "Narcotics Anonymous," the stylized NA initials, the diamond in a circle, and the original NA group logo, all shown below:

**Narcotics
Anonymous**



(please refer to the FIPT bulletin #1 (Revised) for guidelines regarding internal use of NA's trademarks - <http://www.na.org/?ID=legal-bulletins-fipt>)

- b. A distribution date printed on the flyer (for non-event flyers)
 - c. Two contact names and phone numbers
 - d. Date, Time and Location of the event (for event flyers)
 - e. Name of the hosting group, area (or subcommittee), or region (or subcommittee)
- Flyers will be approved for distribution by the MSUASC Vice Chair.**
9. To have electronic communications blind copied from area. (12/16)

B. Format of ASC Meeting

- Executive Committee conducts a new GSR orientation ½ hour prior to Area. (3/00)
1. Moment of silence
 2. Serenity Prayer
 3. Twelve Traditions
 4. Twelve Concepts
 5. Service Prayer
 6. Welcome of new GSRs, Alternates, and Visitors (01/13)
 7. Reading of mail
 8. Roll Call I
 9. Trusted Servant Orientation Session (V-Chair, 5 Minutes) (01/08)
 10. Announcements
 11. Trusted Servant Reports
 - a. Secretary - The Chair ask if all GSRs received minutes and are there any additions or deletions if none then will entertain a motion to accept. (2/11/02)
 - b. Treasurer (the Treasurer's Report needs to be voted on and accepted as the official Financial Statement of record). (1/08)
 - c. RCM / Alternate RCM (3/00)
 12. Subcommittee Reports
 - a. Activities (03/09)
 - b. Hospitals and Institutions
 - c. Literature
 - d. Public Relations
 - e. Retreat
 - f. Any special ad-hoc committees.
 13. Group Reports
 14. Break 10 minutes (3/00)
 15. Roll Call II (01/08)
 16. Sharing Session
 17. Old Business
 18. Elections
 19. New Business
 20. Close in the usual manner (3/00)

Note: October Area Meeting- ASC chair is to distribute budget sheets to each subcommittee and state that annual budgets are due at the November ASC meeting. (9/09)

C. Motions

1. Making
 - a. All main motions require a motion sheet. (10/88)
 - b. The only people allowed to make or second a motion are the following:
 - i. GSR, or alternate in their absence.
 - ii. RCM, or alternate in their absence.
 - iii. Sub-committee chairs on matters of that sub-committee. (8/88)
 - iv. Treasurer, on any financial matters.
 - v. Vice-Chair
 - c. A motion must be made and seconded before any discussion, then the author of the motion should be given time on the floor to explain the intent of the motion. (8/88)
2. Handling
 - a. All members of the ASC have the right to voice their opinion on each motion.
 - b. Motion to postpone to allow for group consideration requires a second, is debatable, and is then voted on. Such motion cannot be made more than once on the same issue.
 - a. If a motion requiring a simple majority results in a tie, the chair will entertain two pros and two cons and a second vote will be taken. In the event that a tie reoccurs, the motion will fail.
 - c. Any issue pertaining to an existing subcommittee will be referred to that subcommittee for one month.
 - d. Any of the following motions will be automatically postponed for one month to allow for group consideration:
 - i. Any tradition questions.
 - ii. Any unbudgeted expenditures above \$150.00. (amended 4/02)
 - iii. Any annual budget.
 - e. To set and/or change policy, a 2/3 majority vote is required.
 - f. If there are more abstentions than total Yes or No votes, more discussion will be held and a revote taken. (1/90)
3. Voting
 - a. Only GSRs may vote (or their alternate GSR or other appointed group representative if GSR is not present.) (8/88 & 3/00)
 - b. On matters of meeting incidentals (date, time, cancellation, etc.) all members present may vote.
 - c. Groups must be represented for two consecutive meetings and on the second meeting they can vote. If they miss two consecutive meetings they lose their vote. (5/89)

D. Financial Policies

1. To maintain a prudent reserve, and to practice fund flow by forwarding all monies above prudent reserve to the CTRSC each month.
2. To maintain an Area checking account with two out of three signatures required to validate checks.
3. Each Mid-State Unity Area (MSUA) standing sub-committee and each MSUA-elected trusted servant shall prepare an annual budget stating in detail all proposed income and expenditures arising from or related to the function of the committee or trusted servant. Proposed expenditures should be divided into two sections, the first stating those expenditures required by ASC policy and the second any additional expenditures proposed at the discretion of the committee or trusted servant. Each Budget proposal shall include a listing of the current year's approved budget, the current year to date expenditures, and the anticipated expenses for the next year. In addition, the budgets are to include a line item for schedules. These budgets should be submitted to the ASC Treasurer for review at the October ASC Meeting. The ASC Treasurer will submit all of the budgets to the ASC in November for approval. (4/14/03, 11/12).
 - a. All budget line items shall be clearly identified and not contain the use of the term/s miscellaneous to describe any and all unforeseen expenses (09/11)
 - b. The Retreat Committee budget shall submit their budget to the MSUA Treasurer no later than two months after the annual retreat (and not in October). (10/14)
4. The MSUASC will not accept money from the Connecticut Regional Convention Committee, Inc. (7/90)
5. Prudent Reserve shall be 1/6th of the annual budgets for the MSUASC. (1/03,1/17)
6. The MSUASC shall reimburse trusted servants who use their personal printers for copies of reports/or flyers at a rate of \$.05 per printed page (i.e. double sided printed pages count as two copies). The ASC shall not reimburse trusted servants for the purchase of ink/toner cartridges or paper. (05/2003)
7. The Literature Reserve shall be managed as a separate reserve within the MSUASC bank account and the treasurer shall report on the reserve in a separate section of the MSUASC Treasurer's Report.
(* *The Activities Revolving Seed was removed 12/12*)
8. The administrative officers shall perform an audit of the treasurer's financial records at least once a year and/or whenever a change in treasurer occurs. (09/11)
(Further clarification can be obtained-see treasurer handbook pg. 13-15).
9. Only NA groups, areas, regions, zonal forums, or the World Service Conference shall be allowed to sell their goods at any event held by the Mid-State Unity Area Service Committee or it's subcommittees. (11/99)
10. The MSUASC will only accept money orders and/or checks. (3/06)

11. Any MSUA subcommittee or MSUA-elected trusted servant planning an event shall be required to include a detailed event budget as part of their written report at least two months prior to the event. If the monies for the event have not been previously approved, the event budget shall be submitted to the ASC for approval.
 - a. Pertaining to the events hosted by the Activities Subcommittee, as event funding is approved, any monies above our prudent reserve should be placed in a special reserve until the budgeted amount is reached. After the event has taken place, any monies remaining in the special reserve, as well as income from the event, shall be “rolled” back into the ASC general funds. (12/12)
 - b. MSUA must approve events proposed by the activities subcommittee before the activities subcommittee can proceed with the event. The groups must be involved in the approval process and be in support of the event. (03/15)
12. Any MSUA subcommittee or MSUA-elected trusted servant holding an event shall produce a detailed financial statement (from the event) no later than two months following the event. (see addendum A for sample financial statement)

IV. Trusted Servants

A. General

1. All Administrative Officers and Subcommittee Chairs shall be elected by GSR's only at the ASC meeting. Subcommittee chairs shall serve for only 1 year from date of election. (11/14)
2. Elections for Administrative Officers shall begin on the day following ASC meeting in January and end of the day of ASC meeting in January the following year. If an Administrative Officer resigns or is removed from office before the completed term, the position will be out to the fellowship for one month and an election will be held to fill the remainder of the term. (11/14)
3. Nominations for elections of officers and subcommittee chairs must be seconded and nominees must be present. An explanation of the office and the requirements of the committee will be read from the MSUASC Policy Document. (8/88)
4. Resignation or Removal of Administrative Officers and/or Subcommittee Chairs
 - a. Resignation may be as follows:
 - i. In writing to the ASC chair prior to the next ASC meeting
 - ii. Verbally at the ASC meeting
 - b. The following will constitute automatic removal:
 - i. Relapse.
 - c. A motion to remove from office (and 2/3 affirmative vote) is required for the following:
 - i. Two consecutive unexcused absences of the regular ASC meeting or three meetings within one year
 - ii. Failure to perform duties and responsibilities of elected position
 - iii. Misappropriation/misuse of ASC funds and/or misconduct.
5. All ASC officers and subcommittee chairs shall be required to attend any ad-hoc meetings. (12/89)
6. None of the ASC Administrative Officers may hold more than one position at the ASC table. Administrative Officers are the chair, vice-chair, secretary, treasurer, RCM and RCM alternate. (5/90)
7. No member of the ASC (Administrative Officers, Subcommittee Chairs, or GSRs) can represent two positions/committees at the same time. (5/90)
8. During nominations for area positions the nominee shall be present during all discussion.
9. Suggested that no Administrative Officer or Subcommittee Chair serve more than two consecutive terms in the same position. (8/88)
10. If a group is not represented for two (2) consecutive meetings, that group's secretary, or another group member if there is no secretary, will be contacted by one of the MSUASC Administrative Officers. (8/88)
11. An existing elected trusted servant shall be selected by the Administrative Officers to attend Region as the MSUA representative in the event that the RCM or Alt RCM cannot attend Region.(4/2017)

B. Administrative Officers

1. **General Requirements and Responsibilities**
 - a. Working knowledge of MSUASC Policy
 - b. The Chairperson, Vice-Chairperson, and Treasurer shall be signers on the ASC checking account.
 - c. The Administrative Officers shall maintain the ASC archives; which include, but are not limited to, all monthly written reports, motion sheets, agenda sheets, and attendance sheets.
 - i. Three years (2 prior and the current year) of archives shall be kept in hard copy format.
 - ii. Before disposing of prior year's hard copy archives they shall be converted to a digital (soft copy) format.
2. **Chairperson**
 - a. Two years clean time required.
 - b. Prior experience as an ASC Administrative Officer
 - c. Attends all ASC meetings in their entirety.
 - d. Conducts monthly ASC meetings
 - e. Prepares an agenda for the ASC meeting
 - f. The area chair will maintain a list of all trusted servant positions, when filled, and when completed, to be handed from area chair to the next area chair. (2/14/00)
3. **Vice-Chairperson**
 - a. One year clean time required.
 - b. Prior experience as an ASC Administrative Officer
 - c. Attends all ASC meetings in their entirety.
 - d. Coordination of Area Subcommittees
 - e. Assists the Chairperson in conducting the ASC meeting.
 - f. Conducts the ASC meeting in the Chairperson's absence.
4. **Secretary**
 - a. One year clean time required.
 - b. Prior experience at an Area Service Committee
 - c. Attends all ASC meetings in their entirety.
 - d. Take clear, accurate minutes of ASC meetings.
 - e. After the minutes are verified by the ASC Chair, the Secretary distributes minutes to all ASC participants no later than one week following each ASC meeting.
 - f. The ASC secretary is to maintain an attendance record for the ASC. (9/87)
 - g. To have a list of all ASC participants' contact information to be distributed after at least every other ASC meeting. (5/10/99)
 - h. That group's names be listed next to area motions in minutes rather than the GSR's names. (1/09)
 - i. To have electronic communications blind copied from area. (12/16)

5. **Treasurer**
 - a. Two years clean time required.
 - b. Prior experience as an NA Treasurer
 - c. Attends all ASC meetings in their entirety.
 - d. Distributes a written report of income and expenditures to all ASC participants at every regular ASC meeting.
 - e. Familiarize themselves with the financial policies of the ASC.
6. **Regional Committee Member (RCM)**
 - a. Three years clean time required
 - b. Prior experience at an Area Service Committee
 - c. Attends all regular Area Service Committee and Regional Service Committee meetings in their entirety.
 - d. An RCM may serve on one or more of its ASC and RSC subcommittees, but not as a chairperson.
 - e. The RCM is responsible for ordering a Conference Agenda Report for each group immediately after they are available
 - f. The RCM is responsible to act as the contact between our area and the Web-Servant in order to maintain and update information on the Connecticut regional website (2/10)
 - i. Sends the ASC minutes to the webservant, for posting on the website, as soon as they are available from the secretary. (11/16)
 - ii. Sends Area and group activities, including flyers, to the webservant so they can be added to the activities calendar. Attempts to get a digital copy of any associated flyer to send, but if unable to, the RCM and/or Alternate RCM will work to digitize/scan a hard copy of the flyer to send. (11/16)
 - iii. Makes sure any Area forms and documents are available on the Area webpage and sends updated forms if necessary. These include the Area Policy Document, Motion sheet, Disbursement Request Form, etc. (11/16)
 - iv. Sends any important Area/Group information to the webservant for posting on the Area webpage (i.e. meeting closures, new meetings, open positions, upcoming activities, etc.) (11/16)
 - g. RCM shall make copies of RCM reports for all ASC participants
 - h. The RCM shall bring all motions in writing, as a motion sheet, to ASC that need to be voted on. (3/15)
7. **Alternate Regional Committee Member**
 - a. Three years' clean time required.
 - b. Prior experience at an Area Service Committee
 - c. Attends all regular Area Service Committee and Regional Service Committee meetings in their entirety.
 - d. The Alternate RCM shall work in conjunction with the RCM to ensure that all of the responsibilities of the RCM position are fulfilled.
8. **The Administrative Officers or an Ad-Hoc Committee will take care of any necessary policy business. (11/06)**
 - a. To assist area to create, amend or change policy pertaining to the operation of the ASC
 - b. To maintain current policy
 - c. To make policy updates or changes available at the next MSUASC meeting. (11/03)
 - d. To clarify any confusion with existing policies
 - e. To present all of this committee's workings to ASC

C. Subcommittee Chairs

1. Two years clean time required
2. Prior experience on the subcommittee being nominated for.
3. Leadership ability.
4. Ability to communicate and organize.
5. In addition to attending all ASC meetings, in their entirety, also attends all of their subcommittee's meetings and all same RSC subcommittee meetings.
6. Facilitates all regularly scheduled area subcommittee meetings.
7. Makes and brings written reports to ASC meetings for all ASC participants. Any changes to a subcommittee's internal guidelines must be reported, in writing, at the next ASC meeting.
8. The Chairperson of the MSUASC shall call for volunteers to chair ad-hoc committees before making appointments.
9. MSUA Subcommittee Chairs shall not hold the chair position at the Regional Subcommittee at which they represent the MSUA (e.g. MSUA H&I Chair cannot serve as the chair of Regional H&I). (8/15)

V. Subcommittee Policies

A. General

1. Suggested that all subcommittees hold workshops, annually, to promote awareness of how they function and serve within the Fellowship.
2. All subcommittees are to work with the MSUASC and other subcommittees as needed.

B. Activities

1. The purpose of the Activities committee is to coordinate activities for the Mid-State Unity Area in a safe and clean environment and provide a greater sense of community for the local NA Fellowship.
2. Coordinates the holiday marathon meetings in conjunction with the MSUASC.
3. MSUA must approve events proposed by the activities subcommittee before the activities subcommittee can proceed with the event. The groups must be involved in the approval process and be in support of the event. (03/15)

C. Hospitals and Institutions

1. The purpose of the H&I committee is to carry the message of recovery in NA to those addicts in hospitals and/or institutions that have no access to outside meetings

D. Literature

1. The purpose of the Literature committee is to maintain a stock of NA literature and supplies that can be purchased by local groups at the monthly MSUASC meeting
2. Fulfilling literature orders for the groups and subcommittees in the Mid-State Unity Area is this committee's first priority. Any other orders need to be brought before the MSUASC for approval.
3. A Starter Kit is defined as:
 - a. One each of the following: #1200 - Introductory Guide to NA, #1500 - NA White Booklet, #2111 - Guide To Local Services, Set of Group Readings
 - b. Five each of the IP's #1, 2, 6, 7, 9, 11, 16, & 22, and
 - c. Ten of the most recent regional schedules. (7/09)
4. This committee will provide a written inventory report every six months.
5. To keep 200 prudent reserve of schedules for groups that can't afford them. (7/04)
6. The literature committee will be reimbursed for replacing outdated schedules with current printings (7/09)

E. Public Relations

1. The purpose of the PR committee is to inform addicts and others in the community of the availability or recovery in NA
2. Maintain the Mid-State Unity Area's section of the Regional phoneline

F. Retreat

1. Purpose
 - a. The purpose of the Mid State Unity Area Retreat Subcommittee is to carry the message of Recovery through the 12 Steps of Narcotics Anonymous by organizing an annual 12 Step Retreat. The Retreat is to be a self-supporting & self-sustaining venture, requiring no funds from the Mid State Unity Area groups. The Retreat is not an area fund-raiser and any excess funds of the retreat are to be used to further the purpose of the Retreat Subcommittee by providing a number of free packages, when possible, to newcomers.
2. General
 - a. The subcommittee is to follow general ASC budgeting procedures. (9/09)
 - b. The Retreat Subcommittee will be self-funding, holding their funds in their own not-for-profit bank account, however be held accountable by reporting to ASC monthly.

VI. Subcommittee Internal Guidelines

A. Activities

1. Requirements and responsibilities of the Executive Committee of area Activities subcommittee:
 - a. Chair
 - i. Requirements
 - ◆ Minimum 2 years clean
 - ◆ 1 year commitment
 - ◆ Working knowledge of the 12 steps and 12 traditions
 - ◆ Willingness to give time and resources necessary.
 - ii. Responsibilities and duties
 - ◆ Presides at all regular, special, and general subcommittee meetings
 - ◆ Coordinates all activities related to the activities subcommittee.
 - ◆ Shall act as the single point of accountability for all subcommittee finances.
 - b. Vice Chair
 - i. Requirements
 - ◆ Minimum 2 years clean
 - ◆ 1 year commitment
 - ◆ Working knowledge of the 12 steps and 12 traditions
 - ◆ Willingness to give time and resources necessary.
 - ii. Responsibilities and duties
 - ◆ In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
 - ◆ To assist chairperson
 - ◆ The vice chair shall act as the subcommittee secretary in the absence of the secretary.
 - c. Secretary
 - i. Requirements
 - ◆ Minimum 6 months clean
 - ◆ 1 year commitment
 - ii. Responsibilities and duties
 - ◆ To take minutes of subcommittee meetings and provide copies.
 - ◆ To maintain a record of all minutes, correspondence, and related materials concerning Activities subcommittee work.

B. Hospitals & Institutions

1. Follow guidelines set by regional Hospitals and Institutions committee.
2. The voting policy is that all persons who attend area H&I meeting are allowed to vote.
3. Executive Committee Positions/Requirements
 - a. Chair
 - i. Requirements
 - ◆ Minimum of 2 years clean
 - ◆ Suggested 1 year prior experience on an H&I panel
 - ◆ 1 year commitment
 - ◆ Working knowledge of the 12 steps and 12 traditions
 - ◆ Follow ASC policy for subcommittee chairs
 - ii. Responsibilities
 - ◆ Coordinates all NA activities related to Area H&I
 - ◆ Must attend 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 direct cooperation of the Public Relations subcommittee
 - ◆ Is responsible for interchanges of correspondence at the public level, as well as all correspondence within NA H&I, which involves all policy matters
 - ◆ Makes regular reports to the H&I subcommittee on the status of all current and 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
 - ◆ Shall represent Narcotics Anonymous H&I at the regular meeting of the ASC
 - ◆ Shall attend the Regional H&I subcommittee meetings
 - ◆ Shall act as literature coordinator for the H&I committee
 - b. Vice Chair
 - i. Requirements
 - ◆ 1 year clean
 - ◆ Suggested 1 year experience on an H&I panel
 - ◆ 1 year commitment
 - ◆ Working knowledge of the 12 steps and 12 traditions
 - ii. Responsibilities and Duties
 - ◆ In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position
 - ◆ Works closely with the chairperson
 - ◆ May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panels
 - ◆ Attends the regular meetings of the H&I committee
 - ◆ Works with the panel leaders to assure that volunteers are placed as panel members

- c. Secretary
 - i. Requirements
 - ◆ 1 year clean
 - ◆ 1 year commitment
 - ii. Responsibilities and 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 the names, recovery dates and telephone numbers of all current H&I members, which is updated monthly
 - ◆ Shall keep a continuing roster of monthly attendance at the business meetings
 - ◆ Sends notices or makes telephone calls for special meetings
 - ◆ Maintains all necessary stationary supplies and prepares correspondence as needed
 - ◆ Keeps a file of all such correspondence
 - ◆ Shall attend the regular meetings of the H&I subcommittee
- d. Reasons for removal from Executive Committee
 - i. Relapse
 - ii. Failure to perform responsibilities and duties as outlined in the H&I handbook and ASC policy
 - iii. Failure to attend 2 consecutive subcommittee meetings or 3 meetings total during course of service
 - iv. Failure to maintain ongoing recovery in NA
- e. Position of Panel Coordinator
 - i. Requirements
 - ◆ 1 year clean time
 - ◆ 1 year commitment
 - ◆ Working knowledge of the 12 steps and 12 traditions
 - ◆ Must attend area H&I committee meetings, and report on panel activity
 - ◆ Suggested 6 months previous panel experience
 - ◆ Contact panel members every 6 months to ensure the continuity of the panel
 - ii. Responsibilities
 - ◆ Maintain direct link between institution and area H&I committee
 - ◆ Keep check on meeting and panel to insure:
 - (i) Meeting is being held
 - (ii) Panel members and speakers are spreading a message of recovery through NA
 - (iii) Pick up and distribute literature from area H&I committee to institution
 - (iv) Relay any problems to area H&I committee
 - iii. Reasons for removal from Panel Coordinator position
 - ◆ Relapse
 - ◆ Failure to perform responsibilities and duties as outlined in the H&I handbook
 - ◆ Failure to attend 2 consecutive subcommittee meetings or 3 meetings total during course of service
 - ◆ Failure to maintain ongoing recovery in NA

f. Position of Panel Member

i. Requirements

- ◆ 6 months clean time
- ◆ 9 months clean time to chair a meeting/presentation
- ◆ Initially must orientate at the committee business meeting to discuss orientation packet. Then attend 3 meetings/presentations with 2 different experienced panel members and it is suggested that you chair the last orientation meeting. Then will be placed on a panel where needed. It is recommended that that you orientate at the facility you plan to serve at. *Speaking at a facility is **not** considered one of the orientations.
- ◆ 1 year commitment
- ◆ Working knowledge of the 12 steps and 12 traditions
- ◆ Willingness to share experience, strength and hope
- ◆ The ability to chair an H&I meeting/presentation on a regular basis as determined by the entire panel
- ◆ Maintain monthly contact with panel coordinator to give report on the status of presentation

ii. Responsibilities

- ◆ Work with panel leader and other panel members as to format
- ◆ Must attend meeting/presentation on a regular basis as determined by the entire panel
- ◆ Ensure that meeting/presentation is being run as an NA meeting
- ◆ Get speakers who spread a message of recovery through NA, with a minimum of 6 months clean
- ◆ Ensure that the meeting/presentation is taking place
- ◆ If unable to attend, work with other panel members, panel leaders, and the rest of the H&I committee to ensure the meeting takes place

iii. Re-involvement

- ◆ When a panel member's year commitment is completed, they need to come to H&I subcommittee meeting only, to re-orientate before being reassigned to another panel or to be able to continue on the present one
- ◆ Inactive members must come back to Area H&I committee meeting to re-quality, and re-orientate at committee meeting only to get reassigned
- ◆ Any member coming back after a relapse must re-do entire orientation process

iv. Reasons for removal from panel

- ◆ Relapse
- ◆ Failure to carry a message of NA recovery
- ◆ Failure to meet commitment
- ◆ Failure to maintain ongoing recovery in NA
- ◆ Failure to inform panel coordinator in the event that they cannot meet their commitment
- ◆ Missing 2 consecutive meetings/presentations without getting an authorized replacement or informing the panel coordinator
- ◆ Calling facility when not authorized
- ◆ Lack of participation

2. When a rule is broken by a panel member, the panel coordinator and/or executive subcommittee member will discuss said violation with that said member.
3. If the same violation is repeated by same said member, the issue will be brought to the executive subcommittee meeting to discuss what action will be taken.
4. However certain violations are not up for discussion; ex. Relapse, disruptive behavior, etc.
5. Any circumstances regarding any members' legal issues will be dealt with on a case by case basis depending on the situation before action will be taken, if any.
6. No H&I panel coordinator will purchase literature other than what is received at the committee meeting
7. Other than speakers, all persons interested in attending an H&I presentation must have attended the area H&I orientation
8. All area H&I meetings/presentations are considered "closed," that is, open only to panel members, speakers and addicts within the institution
9. H&I committee members, or people who have attended the area H&I orientation, may attend meetings/presentations only with the approval of the panel coordinator.
10. A new H&I meeting/presentation will not be started until all present panels are full and there is enough support to start the meeting/presentation
11. A list will be maintained, by the H&I secretary, of institutions wishing/requesting H&I support, and that list will be prioritized according to need.
12. Meeting Procedures:
 - a. Panel members coming back to re-qualify or to be re-assigned will be assigned to panel as first order of business following the readings.
 - b. There will also be time allotted within the meeting to update panel list.
13. It is the hope of this committee that no H&I meeting/presentation will ever have to be shut down; our priority is to the addicts in the hospitals and institutions who have no access to outside meetings.

C. Literature

1. Adopt currently approved W.S.O. Literature Handbook
2. Voting is open to all members present except when pertaining to financial or policy matters at which point a member must have attended two consecutive meetings in order to vote
3. Inventory is to be based on the projected needs of the area as suggested by its past needs.
4. Subject to the discretion of the Literature chair only literature committee members are allowed to pass out literature at area service.
5. The vice chair position shall have a clean time requirement of one year, it shall be a one year commitment with the intention to chair the committee the following year. The vice chair shall attend all regular meetings of the regional schedule subcommittee (2/14)
6. All orders will be paid in full, by check or money order, at the time of order. Literature shall offer to the groups the same opportunities for volume discounts that it receives.

D. Public Relations

1. The primary purpose of the PR subcommittee is to serve as a link between NA and the public
 - a. We inform the public with special emphasis on the addict who still suffers, about the existence, location and purpose of NA
 - b. It is our responsibility to establish contact with all organizations, agencies, educational institutions, businesses, groups or individuals who, through their contact with active drug users and the general public, can help create an awareness of the NA program
 - c. The task is accomplished through the following services: mailings, bulletins, public service announcements (PSAs), presentations and the media
 - d. The PR subcommittee will also make every effort to work with all other subcommittees of the MSUA whenever the need arises.
 - e. We act under the direction of the MSUASC of NA and with the guidelines of our twelve traditions, and our PR guidelines
2. Our first objective is to maintain our ASC's section of the phonenumber
 - a. We give meeting times and places with brief directions
 - b. We have one-on-one conversations with a suffering addict via the phone
 - c. Set up in person twelve step calls with suffering addicts
 - d. Make referrals without endorsement (i.e.: community services, 911 and other help lines).
3. Any concerned member of NA may serve on this committee. Every member present at a subcommittee meeting has an equal right to input of information on decisions made by this committee
 - a. To have a vote a member must attend two consecutive meetings
 - b. That member shall have a vote at his/her second meeting
 - c. A member loses their vote if they miss two consecutive meetings
4. New member orientations will be held immediately following the regularly scheduled PR committee meeting, if necessary.
5. The Rushford Presentation shall be coordinated every month at the MSUA PR Committee meeting. (04/16)
6. Requirements for panel members: 6 months' clean time required, and have to observe twice before actually helping facilitate on the third time. (01/16)
7. To revisit our literature/schedule drops at least every 3 months. (01/16)

8. The committee shall consist of chair, vice chair, secretary, group representatives and other interested members of NA
 - a. Chair
 - i. Duties
 - ◆ To prepare an agenda for and preside over monthly meetings
 - ◆ To make monthly reports to ASC on plans, progress of projects, expenditures and any other services handled by the subcommittee
 - ◆ To initiate and maintain contact with other PR committees at area, region and world levels and to attend workshops whenever possible
 - ◆ To act as coordinator of all PR projects
 - ◆ To vote in case of a tie
 - ◆ To make sure the subcommittee's rent is paid
 - ii. Qualifications
 - ◆ Two (2) years continuous abstinence from all drugs
 - ◆ Six (6) months previous service with PR
 - ◆ Having been through the MSUA PR orientation
 - ◆ Willingness to give time and resources necessary
 - ◆ Working knowledge of the 12 steps and 12 traditions
 - ◆ Ability to organize and give the committee direction and incentive
 - ◆ Knowledge of the Public Relations Handbook and A Guide To Phone Line Service
 - b. Vice Chair
 - i. Duties
 - ◆ To act as coordinator for the phonenumber, organizing orientations, maintaining active list of volunteers, regular contact with phone service
 - ◆ To assist the chair with progress and growth of subcommittee
 - ◆ To fill in for the chair in the event of his/her absence
 - ◆ Intention to chair this committee the following year
 - ◆ Carries the phone or beeper in the absence of a Phone/Beeper Volunteer.
 - ii. Qualifications
 - ◆ 1 year continuous abstinence from all drugs
 - ◆ Six (6) months previous service with PR
 - ◆ Having been through the MSUA PR orientation
 - ◆ Working knowledge of the 12 steps and 12 traditions
 - ◆ Willingness to give time and resources necessary
 - ◆ Ability to organize and give the committee direction and incentive
 - ◆ Knowledge of the Public Relations Handbook and A Guide To Phone Line Service

- c. Secretary
 - i. Duties
 - ◆ To take minutes of subcommittee meetings and provide copies
 - ◆ To maintain a record of all minutes, correspondence and related materials concerning PR work
 - ◆ Ability to take meeting minutes and to have those minutes available to chair for area and regional minutes.
 - ii. Qualifications
 - ◆ One (1) year continuous abstinence from all drugs
 - ◆ Ability to take meeting minutes
 - ◆ Willingness to give the time and resources necessary
- d. Phone Line / Beeper Volunteer
 - i. Duties
 - ◆ To check the phonenumber for messages when the phone or beeper activates
 - ◆ To keep a report of all calls to the phonenumber and give a verbal report at the monthly committee meeting (if present) or a written report (if planning on not attending monthly meeting). (04/16)
 - ◆ To return calls to any addicts that leave messages on the phonenumber, and arrange 12-step calls, if necessary.
 - ii. Qualifications
 - ◆ One (1) year continuous abstinence from all drugs
 - ◆ Six (6) months previous service with PR
 - ◆ Having been through the MSUA PR orientation
 - ◆ Willingness to give the time and resources necessary
 - ◆ Working knowledge of the 12 steps and 12 traditions
 - ◆ Knowledge of the Public Relations Handbook and A Guide To Phone Line Service (7/09)

E. Retreat

- 1. General
 - a. The Retreat Subcommittee and Incarnation Center Director will meet and agree upon the following year's retreat dates and cost at the current retreat on Sunday. An \$800 deposit to reserve the center will be rolled over each year during this same meeting.
 - b. The subcommittee will organize one retreat per year.
 - c. Subcommittee members will always pay for full packages.
 - d. There is a two year suggested clean time requirement for all elected trusted servant positions of the MSUA Retreat Subcommittee.
 - e. Only the MSUA Retreat Subcommittee Chairperson and Secretary and the MSUA Treasurer may handle, collect, and disperse funds related to Retreat business.

Addendum A - Sample Financial Report

This is a sample of an event financial statement (see policy III.D.10)

FINANCIAL REPORT FROM {EVENT NAME AND DATE}

EXPENSES

TYPE	DESCRIPTION	AMOUNT
Beverages		
Food		
Rent		
DJ		
[Other]		
[Other]		
	TOTAL EXPENSES	

INCOME

TYPE	DESCRIPTION	AMOUNT
Ticket Sales (Advance)		
Ticket Sales (Day Of)		
Food/Beverage Sales		
[Other]		
[Other]		
	TOTAL INCOME	
	LESS EXPENSES	
	NET INCOME/LOSS	

Addendum B - Commonly Used Motions (Rules of Order)

The following is an alphabetized list of the most commonly used motions and some of their characteristics, along with an alphabetized chart of those motions further describing their use and characteristics. It is important to remember that these motions and rules are here only to help the body. The facilitator should be allowed to help the committee get through its business without the committee trying to use the following motions to complicate the proceedings.

- A. Adjourn** - The motion to adjourn ends the committee immediately upon approval. The motion would only be appropriate when the body is ready to end the committee.
- F. Amend** - This motion modifies the wording of a pending motion before that motion is acted upon. The motion to amend is not amendable and must be resolved before another amendment can be considered. In the spirit of consensus building, the facilitator may choose to allow other ideas to be discussed before the committee decides what they wish to act on.
- G. Appeal the Facilitator** – A motion to appeal, when seconded, directs the committee to make a decision regarding a ruling made by the facilitator. When this motion is seconded, the facilitator explains the rationale of the ruling and the maker of the motion explains the reason for the appeal. No further discussion is allowed. The motion is then stated so those voting in the affirmative uphold the facilitator’s ruling and those voting in the negative uphold the appeal.
- H. Commit or Refer to Committee** - The motion to refer to committee allows the committee to ask for further study of a motion in lieu of a decision. Such matters would be referred to the World Board unless otherwise directed. Any further instructions, such as a deadline date for reporting back to the committee, must be included in the motion to commit.
- I. Division of Question** - Motions sometimes contain more than one part, and members may wish to vote separately on the various parts of a motion. A motion to divide the question should state how the original motion should be divided. If approved by majority vote, the various parts of the original motion are then acted upon individually.
- J. Limit or Extend Debate** - This motion means the committee can exercise special control over the total time of debate, the time each member will be allowed to speak, or the number of speakers allowed on any pending motion. This motion must indicate the manner in which debate is limited or extended.
- K. Main Motion** - This motion brings new business before the committee. Main motions may only be introduced when no other motions are pending.
- L. Parliamentary Inquiry** - This motion allows a member to ask the facilitator a question about parliamentary procedure or the rules of order. The facilitator’s answer disposes of the motion.
- M. Point of Information** - A member may ask the facilitator, or another member through the facilitator, for information about the business under consideration. The information sought should be unrelated to parliamentary procedure or rules of order, but should be necessary or helpful to reaching a decision regarding the topic under consideration.

- N. Point of Order** – When a member believes the rules of the committee are being violated, a point of order can be raised. Normally, this is to call the facilitator’s attention to an error that has occurred, usually inadvertently, and the matter is resolved by the facilitator’s response. If the member disagrees with the facilitator’s response, they may move to appeal the facilitator.
- O. Postpone** - If a member wishes to delay the decision of a motion before the committee to a later time, they may offer this motion. Reasons may include, for example: The motion needs more study before a vote, the committee is tired after a long day, or many concerned members are currently absent. The motion should specify a time to take the motion up again.
- P. Previous Question or Close Debate** - This motion is used to close debate and bring the pending motion to an immediate vote. If this motion is approved by a two-thirds vote, the motion before the committee must be put to an immediate vote without further discussion.
- Q. Point of Privilege** - This motion is used to gain the facilitator’s attention if, for example, a member cannot hear the speakers, or if the room is uncomfortably warm or cold, or for any other reason unrelated to the merits of the motion. The issue is usually resolved by a response from the facilitator. If not, members may move to appeal the facilitator.
- R. Recess** - This motion allows for a short intermission in the committee's proceedings. This does not close the session. After the recess, business will be resumed where it was interrupted.
- S. Reconsider** - Sometimes information becomes available after a motion has been decided and a member believes that the new information would have affected their vote. The motion to reconsider permits the reintroduction of a motion previously disposed of, but only under certain circumstances. The person making the motion must have voted on the prevailing side, any action indicated in the approved motion must not have been implemented, and the motion must be introduced on the same or the next day as the original vote. If the motion is approved by a two-thirds majority, the original motion comes before the committee in the same form as before the original vote and is handled as though the vote had never been taken.
- T. Suspend the Rules** - When the committee wishes to do something during a meeting that would violate one or more of its own regular rules, it can adopt a motion to suspend the rules. The proposed action cannot be in conflict with any of NA’s guiding principles. Any suspension of the rules requires a two-thirds vote for approval.

Table of Commonly Used Motions

	IN ORDER WHEN ANOTHER HAS FLOOR	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED TO ADOPT
Adjourn	No	Yes	No	No	Majority
Amend	No	Yes	Yes	Yes	Majority
Appeal the Facilitator	Yes	Yes	1 Pro/1Con; Con is facilitator	No	Majority in negative
Commit or Refer to Committee	No	Yes	Yes	Yes	Majority
Division of Question	No	Yes	No	Yes	Majority
Limit or Extend Debate	No	Yes	No	No	Majority
Main Motion	No	Yes	Yes	Yes	Majority
Parliamentary Inquiry	Yes	No	No	No	No vote
Point of Information	Yes	No	No	No	No vote
Point of Order	Yes	No	No	No	No vote
Postpone	No	Yes	Yes	Yes	Majority
Previous Question or Close Debate	No	Yes	No	No	Two-thirds
Point of Privilege	Yes	No	No	No	No vote
Recess	No	Yes	Yes	Yes	Majority
Reconsider	No	Yes	Yes	No	Two-thirds
Suspend the Rules	No	Yes	No	No	Two-thirds