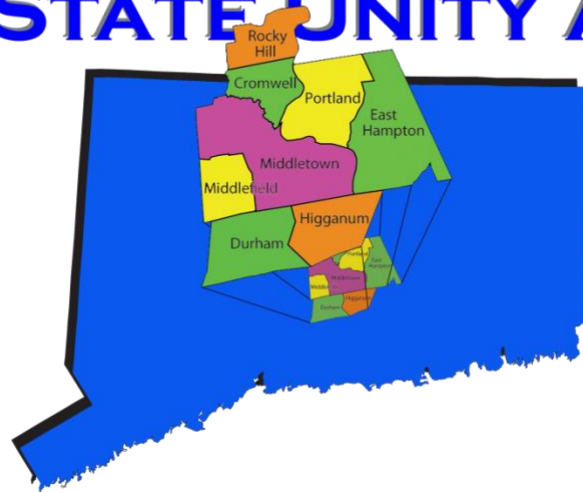


MID-STATE UNITY AREA



MID-STATE UNITY AREA SERVICE COMMITTEE POLICY PUBLICATION

VERSION 2023.1

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.C.2.c (pg 4): 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 Area Chairperson, or Vice-Chairperson in the Chairperson's absence, shall break the tie. *(last sentence used to state, "In the event that a tie reoccurs, the motion will fail.")*

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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. For the purposes of motions from the Regional Service Committee (RSC), quorum shall be defined as the member of voting members present. For all other business, quorum shall be defined as 2/3 of all voting members and shall be determined after each roll call. (amended 3/18)
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.
 - c. 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 Area Chairperson, or Vice-Chairperson in the Chairperson's absence, shall break the tie. (amended 11/23)
 - d. Any issue pertaining to an existing subcommittee will be referred to that subcommittee for one month.
 - e. 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.
 - f. To set and/or change policy, a 2/3 majority vote is required.
 - g. 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](#))
13. The Retreat funds will be held in the MSUA bank account as a special reserve until the date of the annual retreat when a check made out to the retreat center is needed. (4/21)([crosslisted as V.F.2.b](#))

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 funds will be held in the MSUA bank account as a special reserve until the date of the annual retreat when a check made out to the retreat center is needed. (4/21)

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 (major revision 2018)

1. The Mid-State Unity Area H&I Sub-Committee (MSUA H&I) is made up of volunteer members from Narcotics Anonymous.
2. **Hospitals & Institutions**
 - a. These are defined as facilities which either incarcerated persons who may be addicts or have a goal of helping addicts to live clean as responsible and productive members of society.
 - b. H&I does not assume responsibility for any meeting in a facility when that meeting is conducted by anyone other than the H&I subcommittee.
3. **Purpose**
 - a. The purpose of an H&I meeting/presentation is to carry the message to addicts in hospitals and institutions who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer term facilities, are intended simply to introduce those attending to some of the basics of the NA program.
4. **Literature**
 - a. Only Narcotics Anonymous-approved literature, tapes approved for sale by the WSO, Reaching Out, and The NA Way Magazine may be taken into a facility by H&I. Literature or any of these other items will be distributed by the literature coordinator as set forth under that job description. Meeting schedules may be taken into some facilities. However, only conference-approved literature should be used in meetings/presentations.
5. **H&I Member General Assembly (GA)**
 - a. The general assembly shall be held every three months. All H&I members are to be present. Elections for all elected positions are to be held during the general assembly. Monthly business meeting reports will be available during the GA. The Chairperson will read highlights of the monthly business meetings as the ASC reports and significant issue.
6. **Business Meetings**
 - a. Shall be held each month to provide continuity and distribute literature (except the month of the GA). All elected Trusted Servants are required to attend. Business meeting should not last for more than one- and-one-half hours, except by vote to extend this time limit by the members present.
7. **Membership**
 - a. Any member with one day clean in Narcotics Anonymous may become a member of H&I by filling out an information sheet and filing this with the H&I vice chairperson or secretary and attending orientation. All members are bound to comply with the clean time requirements of six months for H&I facility service eligibility. Clean time for the purpose of this subcommittee shall be construed as complete abstinence from all drugs. An MSUA H&I member that is currently on DRT {Drug-replacement therapy} may not serve on a panel and go into a facility.
8. **Elections**
 - a. Election of Trusted Servants shall be held as required during the GA, with the Trusted Servants elected taking over in (name of following month, e.g., July). This subcommittee elects all positions except chairperson, who is elected by the ASC. The sub-committee recommends a nominee for chairperson.

9. Elected Positions (Trusted Servants)

- a. Members of H&I subcommittee shall be elected as needed to fill the following positions:
 - i. Chairperson (by ASC) (1 year)
 - ii. Vice Chairperson (1 year)
 - iii. Secretary (1 year)
 - iv. Literature Coordinator (1 year)
 - v. Orientation Chair (1 Year)
 - vi. Panel coordinator (1 year)
 - vii. Panel leads (6 months)

10. Appointed Positions

- a. As necessary, individuals may be appointed by the chairperson in agreement with the vice chairperson to positions that fulfill a particular need.

11. Steering Committee/Administration Committee

- a. The steering committee consists of all elected Trusted Servants, the immediate past chairperson and all members serving in appointed positions. It is the responsibility of this committee to oversee the operation of H&I. This committee as a whole serves within the spirit of Tradition Two. This committee shall meet as may be necessary. The time and place shall be at the discretion of the chairperson. However, any member of H&I may request that the chairperson call a special meeting of the committee.

12. H&I Panels

- a. The purpose of an H&I meeting/presentation is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. This is accomplished through the operation of panels which visit facilities on a regular basis. Panels are usually made up 1 panel leader, and 3-4 panel members. Two (2) members are required to hold a presentation. Presentations can either be a speaker or H&I approved NA literature topic meeting.

13. Orientation of New Members

- a. Orientation of new members will be administered by the Orientation Chair or appointed representative at each subcommittee meeting (30 minutes prior). Orientations can also be administered at the following events: MSUA learning days/workshops and or MSUA NA group's events with the group's approval. Orientation at group event shall be brought to the elected official's monthly business meeting for approval by vote. Orientees will be placed on panel directly after orientation to begin serving the facility (03/2016).

14. Recovery Clean Time Requirements

- a. Any member of Narcotics Anonymous who is registered with H&I, and who wishes to participate in a meeting/presentation in an institution, must have sufficient clean time to qualify under the requirements of the subcommittee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from the subcommittee. The following recovery requirements are:
 - i. Elected Positions of H&I:
 - ◆ Chairperson 2 year
 - ◆ Vice Chair 1 year
 - ◆ Secretary 1 year
 - ◆ 'Orientation Chair 1 year
 - ◆ Literature coordinator 1 year
 - ◆ Panel coordinator 1 year
 - ◆ Panel leader 1 year
 - ◆ Panel member 6 months
 - ◆ General Member 1 day+
 - b. All elected Trusted Servants, those serving in appointed positions, shall attend the regular monthly business and GA meetings of MSUA H&I. For a panel leader, three meetings missed in succession shall result in removal from the duty of leading that panel. Any member dropped from assignment may be reinstated by vote of the H&I subcommittee. In the instance of elected Trusted Servants and those serving in appointed positions, three consecutive months absence will be considered resignation. Panel members that miss three consecutive presentations will be considered no longer serving that facility.

15. Responsibilities and Duties

- a. The responsibilities of each official and member of MSUA Narcotics Anonymous H&I are set forth below:
- b. All elected Trusted Servants are required to attend all regular, special, and general assembly meeting. Missing two consecutive meetings maybe cause for resignation by committee vote.
- c. The term of office is one year with exception of the panel leader. All candidates for elected office must meet the qualifications stipulated in these guidelines. An officer may resign at any time. When an elected officer becomes unable to discharge the duties of that office, an interim successor shall be appointed by the chairperson and approved by the H&I subcommittee at the next business meeting.
- d. Permanent elected official will be voted in the GA. Trusted Servants may succeed themselves by reelection only one time.
- e. Members of H&I may not serve inside a facility while taking medically prescribed narcotics (4/2018).

- i. Chairperson (1 Year Commitment)
 - ◆ Coordinates all NA H&I activities.
 - ◆ Presides at all regular, special, and general subcommittee meetings.
 - ◆ Handles all public relations contacts involving policy matters and/or interpretations at the public level, that pertain to H&I. This will be done with the direct cooperation of the PR subcommittee.
 - ◆ Is responsible for interchange of correspondence at the public level as well as all correspondence within NA H&I which involves policy matters.
 - ◆ Makes regular reports to the H&I subcommittee on the status of all current or completed projects.
 - ◆ May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panel participants.
 - ◆ Shall represent MSUA H&I at the regular meetings of the ASC.
 - ◆ Shall attend the regional H&I subcommittee meetings.
 - ◆ Understand and meet MSUASC Subcommittee Chairperson requirements.
 - ◆ Have served H&I sub-committee for 1 year prior to election.
- ii. Vice Chairperson (1 Year Commitment)
 - ◆ 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 any purpose beneficial to H&I, including offering assistance to panels.
 - ◆ Attends the regular meetings of the Hospitals and Institutions subcommittee.
 - ◆ Works with the panel leaders to assure that volunteers are placed as panel members.
- iii. Secretary (1 Year Commitment)
 - ◆ 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, addresses, recovery dates, and telephone numbers of all current H&I members.
 - ◆ Shall keep a continuous 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 type and prepare any materials necessary for distribution to members of H&I.
 - ◆ Shall attend the regular meetings of the Hospitals and Institutions subcommittee.

- iv. Literature Coordinator (1 Year Commitment)
 - ◆ Shall fill literature orders from the panel leaders.
 - ◆ Shall keep a continuous record of literature distributed to panel leaders.
 - ◆ Shall make a report at the regular H&I subcommittee meetings on literature distributed.
 - ◆ Shall work with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I subcommittee budget.
 - ◆ Shall audit distribution records on an ongoing basis to ensure that requests for literature from panel leaders are prudent and do not put the subcommittee over budget.
- v. Orientation Chair (1 Year Commitment)
 - ◆ Have experience as a Panel Coordinator.
 - ◆ Shall keep in close contact and work with H&I elected Trusted Servants and panel coordinators for changes in facility policies.
 - ◆ Administer orientations at each GA and MSUA NA events as approved.
- vi. Reasons for Removal from Executive Committee
 - ◆ Relapse
 - ◆ Failure to perform responsibilities and duties as outlined in the H&I handbook and ASC policy.
 - ◆ Failure to attend 2 consecutive subcommittee meetings or 3 meetings total during course of service.
 - ◆ Failure to maintain ongoing recovery in NA.
- vii. Panel Coordinator (1 Year Commitment)
 - ◆ Shall keep in close contact and work with H&I elected Trusted Servants and the panel leaders for the meetings/presentations for which he/she is the coordinator.
 - ◆ Shall meet with administrators of facilities in the interests of harmony.
 - ◆ Shall make sure that panels are filled for scheduled meetings for which he/she is the coordinator.
 - ◆ Shall keep all panel leaders informed of the rules of the facility and any rule changes.
 - ◆ A panel coordinator shall be designated for each a facility with our services by gender.
 - ◆ Shall attend a facility meeting/s at a minimum of once in a 3-month time period.
- viii. Panel Leader (6 Months Commitment)
 - ◆ Shall conduct H&I meetings/presentations in the facility being served according to acceptable procedures and attend the scheduled presentation every week.
 - ◆ Shall inform the panel coordinator well in advance when unable to conduct a regularly scheduled meeting.
 - ◆ Shall invite all panel members to the H&I meeting and inform them of all the rules of the facility and the procedures for conducting the meeting.
 - ◆ Shall be responsible for panel members in the meeting.
 - ◆ May resign by giving notice to the H&I subcommittee.

- ◆ May be removed from panel assignment because of absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.
- ix. Panel Member (3 Month Commitment)
- ◆ Shall be at least 6 months dean.
 - ◆ Shall serve one meeting at a time and attend the scheduled presentation every week.
 - ◆ Shall take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader.
 - ◆ Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
 - ◆ Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
 - ◆ May resign as a panel member by giving notice to the panel leader.
 - ◆ May be removed from panel assignment because of absence without proper notice/missing 3 presentations within the commitment period.
 - ◆ In accordance with the "Do's and Dont's" a panel member may be required to re-orientate at the discretion of the facility panel coordinator and H&I Chairperson (11/2015)
- x. 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/executive committee.
- xi. Re-involvement of Panel Members
- ◆ When a panel member's year commitment is completed, they need to come to H&I subcommittee meeting to be reassigned to another panel or same panel.
 - ◆ Inactive members must come to area H&I committee meetings to re-qualify and re-orientate; will then be assigned a panel.
 - ◆ Any member coming back after a relapse must re-orientate and go through the complete orientation process.

16. Other Requirements

- a. Ex-residents of a correctional institution and facilities must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H&I to enter a facility.
- b. It shall be the responsibility of the panel leader to ensure that all people attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES and PROCEDURES. All H&I members carrying the message through H&I must keep in mind at all times the following general rules which cover ALL meetings in ALL facilities:

17. Voting

- a. All elected positions will be voted on during the GA. Any one member of the subcommittee may nominate a person for an elected position. In the case of a tie, the Chairperson may ask for the voting to be reopened to the floor, and at that time members may ask more questions as well the nominee may re-qualify.

These GUIDELINES and PROCEDURES are submitted for the guidance of the H&I membership so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals. Any unusual situations that might arise should be discussed with the elected Trusted Servants of H&I who, in turn, will take steps to get clarification from the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. This is the responsibility and duty of the panel coordinator. Adherence to these guidelines will minimize confusion and misunderstanding within the H&I membership itself, and with the facilities we serve. Failure to comply with any facility's regulations could result in the cancellation of the H&I meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember, your actions reflect not only on yourself, but on NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of NA H&I.

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