



# MEASCNA

*Mid East Area Service Committee  
of  
Narcotics Anonymous*

## **Policy and Procedure**

*Revised December 2018*

**POLICY AND PROCEDURE MANUAL**

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*A list of groups, Area Officers, GSR's, addresses, phone numbers, and e-mails will be published separately as "MEASCNA Lines of Communication" and will be updated as needed.*

## **STATEMENT OF PURPOSE**

The Mid-East Area Service Committee of Narcotics Anonymous (MEASCNA) is a fully self-supporting service committee of NA groups which is born and bound by the Twelve Traditions of Narcotics Anonymous, and which utilizes the Twelve Concepts of service. It is the purpose of this committee to allow member groups to join together in their primary purpose of carrying the message of NA recovery, solving their common problems, and to offer support to groups and individuals in need.

## **MEASCNA VISION STATEMENT**

All the efforts of Narcotics Anonymous area service are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed. Our vision is that one day:

- ◆ Every addict in the world has the chance to experience our message in his/her language and culture and find the opportunity for a new way of life.
- ◆ NA community's area-wide and NA services work together in a spirit of unity and cooperation to carry our message of recovery.
- ◆ NA has universal recognition and respect as a viable program of recovery from the disease of addiction.
- ◆ As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust, and goodwill are the foundations of these ideals. In all our service efforts, we rely upon the guidance of a loving higher power.

## **MEASCNA MISSION STATEMENT**

MEASCNA brings all elements of area service together to further the common welfare of NA. MEASCNA's mission is to unify NA area-wide by providing an event at which:

- ◆ Participants propose and gain fellowship consensus on initiatives, which further the NA service vision.

- ◆The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself in matters of NA as a whole.
- ◆NA groups have a mechanism to guide and direct the activities of NA area service.
- ◆Participants ensure that various elements of NA area service are ultimately responsible to the groups.
- ◆Participants are inspired with the joy of selfless service and the knowledge that our efforts make a difference.

### **MEMBERSHIP AND VOTING REQUIREMENTS**

The members of MEASCNA will be any group in the MEASCNA geographical area. Groups will become members by sending a Group Service Representative (GSR) and/or an Alternate GSR to MEASCNA area service meetings. A GSR may only carry one vote for one group in the ASC.

### **AREA SERVICE COMMITTEE VOTING PROCEDURES**

A quorum will consist of a majority of the total active members from the previous meeting. A GSR or Alternate GSR representing a new group to the area is required to attend area service meetings and will receive voting privileges at the second (2<sup>nd</sup>) consecutive meetings that has been attended. If a group, whether new or established, does not send a representative for two (2) consecutive meetings, the group will be considered inactive and will not be computed into the total necessary to form a quorum. When a group again sends a representative, it will be considered active at the second consecutive area meeting with full privileges restored. A GSR may only carry one vote for one group in the ASC. For changes involving policy, a 2/3 majority vote is required. In the event of a split vote, the deciding vote will proceed in succession to the area officer who is not a GSR. The list of succession is as follows: Area Chairperson, Area Vice-Chairperson, Area Secretary, Area Vice-Secretary, Area Treasurer, Area Vice-Treasurer, Regional Committee Member, Regional Committee Member-Alternate. In the event that no area officer is available to

break the tie, the issue will be tabled. MEASCNA is fully self-supporting, declining outside contributions. All funds come from groups, area activities, and literature and merchandise sales.

### **MEASCNA MEETING FORMAT**

The regular meeting of MEASCNA will be the first Monday of each month, unless the first Monday is a holiday or where there is a special circumstance. In that case, it has been decided that the MEASCNA meeting will be the second Monday of the month. This meeting will be referred to as the Area Service Meeting, or ASC. A quorum is necessary for policy changes, as all policy changes must go back to the groups for a vote. A quorum is not needed to conduct regular business. Meetings shall be conducted using the following format:

*Opening Prayer*

*Reading of the Twelve Traditions*

*Reading of the Twelve Concepts*

*Service Prayer*

*Reading of the previous ASC minutes*

*Group Reports*

*Subcommittee Reports*

*RCM Report*

*Treasurers Report*

*Old Business*

*New Business*

*Treasurer's Summary*

*Open Forum*

*Closing Prayer*

**MEASCNA meetings are open to the entire fellowship and input by individual members is encouraged.**

## AREA OFFICER DUTIES AND REQUIREMENTS

MEASCNA business and meetings will be administered by the following area officers who are responsible to the groups of MEASCNA. All area officers will possess a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of NA.

### CHAIRPERSON

The Chairperson follows the agenda for and conducts the monthly ASC meetings. The Chairperson (and Secretary) is responsible for correspondence and maintaining the area files and archives. The Chairperson shall be one of the co-signers of the ASC's bank account. The Chairperson must be capable of conducting a business meeting with a firm yet understanding hand. For this reason, it is suggested that they have a minimum of five (5) years of continuous abstinence from all drugs. The Chairperson is authorized to appoint vacant positions if necessary, until an election can be held at the next area meeting.

### VICE-CHAIRPERSON

The Vice-Chairperson coordinates all subcommittee functions. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson shall be one of the co-signers of the ASC bank account. It is suggested that the Vice-Chairperson have five (5) years continuous abstinence from all drugs. Also in the absence of the Treasurer and Vice-Treasurer the Vice-Chairperson shall assume those duties as well.

### SECRETARY

The Secretary shall keep accurate records of all ASC meetings. The Secretary shall be responsible for the distribution of minutes to each GSR, Area Officer, and Sub-Committee Chairperson prior to or at the next ASC meeting. The Secretary should assign motion numbers, and keep the policy document updated as needed. It is suggested that the Secretary have a minimum of three (3) year continuous abstinence from all drugs. The Secretary will also be

responsible for updating the lines of communication and maintaining all MEASCNA business forms. At the beginning of the term, the Secretary will forward lines of communication to the region and to World Service.

### **VICE-SECRETARY**

The Vice-Secretary will fulfill the Secretary's duties when the Secretary is absent and assist the Secretary as needed. It is suggested that the Vice-Secretary have a minimum of three (3) years of continuous abstinence from all drugs.

### **RCM-The Regional Committee Member**

The RCM, as elected by the area together with other RCM's form the core of the Regional Service Committee. The RCM shares experience and information of the area at RCM meetings. The RCM brings information and experience from other areas back to this area. Throughout the year the RCM serves as a contact point between World Services and the NA Groups in this area. The report to the region gives a better idea of where World Services energies could best be concentrated. RCM reports to the area keep GSR's informed of World Service activities. The RCM may play a variety of roles on the Regional Service Committee. Regardless of these additional duties, if any, the RCM continues to serve on the Regional Committee. The RCM will serve for two years. It is suggested that the RCM have a minimum of four (4) years continuous abstinence from all drugs, and when possible have served previously as RCM-Alternate.

### **RCM Alternate-The Regional Committee Member Alternate**

The RCM-Alternate works closely with the RCM. The RCM-Alternate will fulfill the duties of the RCM as needed and described if the RCM is unavailable. The RCM-Alternate will move into the position of RCM at the end of the RCM's term or if the RCM vacates their position, and a new RCM-Alternate is voted into office. It is suggested that the RCM-Alternate have a minimum of two (2) years continuous abstinence from all drugs.

### **RCM/RCM Alternate Travel Expenses**

An RCM will receive \$150.00 for travel expenses to attend regional service meetings, and if the Alternate RCM attends the same meeting the amount will be increased to \$175.00 for their combined expenses. Expenditure of those funds will be left to the discretion of the RCM and Alt-RCM. MEASCNA will not fund any expenditure for Friday nights prior to the Regional meeting. The RCM will present all receipts to the MEASCNA body at the first available ASC meeting, and all receipts must be separate from any other individuals who might also be in attendance. MEASCNA will no longer authorize any expenditure over allotted amounts. MEASCNA retains the authority to designate who may stay in the room provided by MEASCNA funds.

### **TREASURER**

The Treasurer shall make a report of contributions and expenditures at every regular ASC meeting, as well as reports at the end of every calendar year. The Treasurer shall be one of the co-signers of the ASC account. The Treasurer will maintain accurate records of the ASC's ongoing financial activity. The Treasurer will also be responsible for checking the ASC mailbox regularly. It is suggested that the Treasurer have a minimum of seven (7) years of continuous abstinence from all drugs.

### **VICE-TREASURER**

The Vice-Treasurer will fulfill the duties of the Treasurer when the Treasurer is absent and assist the Treasurer as needed. The Vice-Treasurer shall be one of the co-signers of the ASC account. It is suggested that the Vice-Treasurer have six (6) years continuous abstinence from all drugs. In the absence of the Vice-Treasurer, the Vice-Chairperson will assume all Treasurer duties.



## AREA OFFICER ELECTION PROCEDURES

The Chairperson, Vice-Chairperson, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer, and Sub-Committee Chairpersons serve one (1) year terms starting in July. They may succeed themselves, but should not serve in the same office for more than two (2) consecutive terms. The Area Officers of MEASCNA shall be nominated from area members of NA. The Area Officers of MEASCNA should be nominated and elected by GSR's or GSR Alternates, or if they express a willingness may nominate themselves. Nominations for ASC elections shall be made two (2) months prior (in May) to the election to allow GSR's to review nominations with their groups. Upon nomination, candidates should fill out an area service nomination form and qualify for the position by declaring:

- ◆ Their willingness and desire to serve and to further their knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- ◆ The abstinence suggestions are met for the position he/she has been nominated to fill.
- ◆ Their commitment to serve to the best of their ability for one full year.
- ◆ It is suggested that have prior ASC experience.

Non-voting MEASCNA members do not have a choice in the consensus proceeding. MEASCNA officers or representatives of MEASCNA who relapse will immediately resign all of their MEASCNA duties. The Chairperson can recommend that a motion be made to remove any MEASCNA Officer or Sub-Committee Chairperson at the time of their second unexplained absence from a regular ASC meeting, or where there is evidence of gross dereliction of duties and responsibilities. In cases of resignation, relapse, lack of attendance, or removal of an Area Officer or Sub-Committee Chair, the Chairperson may appoint a person to fulfill these duties until an election can be held.

## TREASURY POLICY

It is recommended that the MEASCNA Area Treasury maintain a prudent reserve of \$480. An additional \$400 will be kept in reserve in the Treasury for MEASCNA Area activities.

Each quarter, the Area will make a 15% contribution to the Ohio Region, based upon the available quarterly total of funds received from group donations only. The contribution amount will be subject to review bi-annually. Based on the Treasurer's final report, the GSR's may vote to send additional funds to the region through the motion process.

All Sub-Committees, Area Officers, etc., will submit budget projections for the upcoming month to the Treasurer prior to the beginning of the ASC if needed. These projections can then be voted on by the GSR's.

All requests for money from the MEASCNA Treasury will be written on a Budget Expense Request Form (BERF). All requests will then be discussed by the ASC, voted on by the GSR's, and funds dispersed accordingly. All money motions need only a majority vote at the ASC to carry.

Standing expenses do not require a BERF. Standing expenses include ASC rent, PO Box fees, Secretary expenses, RCM travel, and Treasurer expenses. In the case of an emergency expense, at least three-fourths (3/4) of the area officers must be contacted and vote to approve or disapprove the expenditure. Area funds will be kept in an account that requires two (2) signatures to gain access. All ASC checks must be signed by two (2) of the co-signers of the ASC account.

## SUB-COMMITTEE GUIDELINES

Sub-Committee Chairs will be elected in the Sub-Committee and then be approved by the GSR's at the ASC. They will serve for a period of one (1) year. Sub-Committee Chairs will be responsible for keeping abreast of the needs and resources of their area of service to the fellowship, community, and to the addict who still suffers. Sub-Committee Chairs will be responsible for coordinating

service efforts between ASC meetings and will be actively seeking participation from area members for that Sub-Committee. Sub-Committee Chairs will also be responsible for submitting a written and oral report at each ASC meeting, outlining service work completed, needs, and special concerns in this area of service. It is suggested that the Sub-Committee Chair have a minimum of two (2) years continuous abstinence from all drugs. All decisions made in sub-committees will be brought back to ASC for discussion and approval.

*Sub-Committees in MEASCNA will represent the following areas of NA service:*

#### **PUBLIC RELATIONS (PR)**

The PR Chair will coordinate efforts pertaining to informing the public and the addict who still suffers of the message of NA recovery. The PR Chair will be responsible for facilitating and maintaining 1) an NA mailing address list, or phone line if we have one, 3) media information, and 4) to distribute an area-wide meeting list as needed.

#### **OUTREACH**

By phone, e-mail, car, and postal mail, the Outreach Committee helps keep geographically isolated or inactive groups and addicts in touch with the mainstream of the NA fellowship.

#### **HOSPITALS AND INSTITUTIONS (H&I)**

The H & I Chair will be responsible for coordinating all H & I efforts within MEASCNA. They will assure that all H & I meetings are supported by a panel leader, who will, in turn, be responsible for recruiting appropriate volunteers to be panel members for these meetings. The H & I Chair will also act as a resource to assist panel leaders with difficulties that may arise with the meetings and/or the institutions they serve.

## **SCHEDULING**

The Scheduling Chair will be responsible for maintaining and distributing the current MEASCNA schedule. The schedule will only be updated every three months. Schedules will be distributed to all groups, GSR's, and various other agencies or locations deemed helpful to carrying the NA message.

## **ACTIVITIES**

The Activities Chair will be responsible for coordinating all area activities. The Activities Chair will be responsible for providing a detailed fiscal report at the next ASC meeting immediately following the event.

## **LITERATURE SUPPLY SUBCOMMITTEE**

The Literature Supply Sub-Committee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting. To maintain accountability for all area funds, the Treasurer may be asked to serve as cashier for literature sales. The Sub-Committee then goes to the Treasurer for a check when it has to reorder. The sub-committee Chair will organize the processing of group orders, track inventory, and reorder depleted items.

## **MERCHANDISE SUB-COMMITTEE**

In order to maintain accountability within the MEASCNA Area, the Merchandise Sub-Committee shall operate under the following guidelines. The Merchandise Sub-Committee shall maintain a stock of NA merchandise that can be purchased by local groups at the monthly ASC meeting. The Merchandise Sub-Committee Chair will organize the processing of group orders, track inventory, and reorder depleted items. All invoices shall be kept in a separate file, and be available for review by any member at the ASC meeting. The Merchandise Chair/Sub-Committee shall in no way sell NA merchandise for personal gain, or sell merchandise that is not invoiced by the MEASCNA Area. If the Merchandise Chair/Sub-Committee receives any extras or sample products, they will be considered the property of MEASCNA and added to the

merchandise inventory. The Merchandise Chair/Sub-Committee shall provide a monthly activity report to the ASC. All profits received from the sale of merchandise will be deposited as soon as possible into the ASC general fund, and go directly to fulfilling NA's primary purpose.

### AD HOC

Additional Sub-Committee Chairs will be appointed and/or elected on an Ad Hoc, or as needed basis, and will adhere to the same aforementioned Sub-Committee guidelines.

### THEFT POLICY

To prevent the theft of Area funds we refer to the safeguards in World Services Board of Trustees Bulletin #30, and in the event of theft we refer to the following paragraphs:

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principals of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.



## GLOSSARY of IMPORTANT TERMS

AD HOC - A temporary committee formed by the "ASC" to complete a specific task outside the scope of the standing subcommittees.

ASC- Area Service Committee. A committee created to provide common services for NA groups in a specific locale. Composed of GSRs, ASC officers, and subcommittee chairpersons. Usually part of a region, to which it sends RCMs.

Closed meetings- NA recovery meetings that are closed to nonaddicts.

Committee- A body of persons delegated to consider or take action on a matter.

Conference-approved service material- Material approved by the World Service Conference that is intended primarily for use within the context of an NA service

board or committee.

**Consensus-**A judgment or general agreement.

**Fellowship-approved literature-** Recovery literature officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference.

**Fellowship Intellectual Property Trust-NA** owned right to all NA Literature, logos, symbols, trademarks and copyrights.

**Fiscal-** Of or relating to financial matters.

**GSR-Group Service Representative-** Elected by an NA group to participate on the group's behalf in the ASC and the regional assembly.

**Guide to Local Service-** A Handbook explaining the NA service structure, from the group level to the regional level.

**Home Group-** The group an NA member calls home. Home group membership calls for regular attendance of its recovery meetings, financial and voluntary service support, and participation in conscience building and decision-making processes.

**H & I-Hospitals and Institutions-** A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

**NAWS-Narcotics Anonymous World Service-** Refers to Narcotics Anonymous World Services, Inc., the legal name for the World Board.

**Open Meetings.** NA recovery meetings that allow attendance by nonaddicts.

**Phone line-** An NA telephone contact service providing means by which an addict or a general community member can get information about Narcotics Anonymous, especially NA meeting schedules. Usually administered by an ASC subcommittee.

**Primary Purpose-** Each NA group has but one primary purpose – to carry the message to the addict who still suffers.

**PI-Public Information-** A field of service usually covered by one ASC subcommittee devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping professions,

and the community-at-large so that addicts seeking recovery will be referred to Narcotics Anonymous.

**Quorum-** The minimum number of members of a body necessary to conduct the business of that group.

**RCM- Regional Committee Member-** Elected by an ASC to participate on the area's behalf on the regional service committee.

**RD-Regional Delegate-** A representative from the "region" which represents, and carries the conscience of the "RSC" (Regional Service Committee) at the Zonal and World level.

**Regional Assembly-** A gathering of GSRs and RCMs, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the biennial WSC meeting. The regional delegate is elected at the assembly.

**RSC-Regional Service Committee-** A body that draws together the combined service experience of a number of adjoining areas for those areas' mutual support. Composed of RCMs, the regional delegate and alternate delegate, and others as needed.

**Service bulletins-** Articles, position papers, and food for thought on a variety of NA service-related topics. A number of such bulletins are available from our World Service Office.

**Shared services committee-** A committee created by two or more area or regional committees to fulfill one or two needs both territories have in common. In a state, province, or nation with more than one region, such a committee would interact on those regions' behalf with state, provincial, or national government, professional, religious, and civic organizations. Funded by and accountable to those who created it.

**Sharing session-** A non-business portion of the agenda of most NA service board or committee meetings. Somewhat more informal than the rest of the meeting because of the suspension of the ordinary rules of order. Facilitates wide-ranging, open discussion on committee issues and group problems. Allows for development of group conscience necessary before spiritually sound decisions can be made in ordinary business session.



**Trusted Servant-An** NA euphemism for leader, official, or officer. Derived from NA's Second Tradition, in which NA leaders are characterized as trusted servants as opposed to governors.

**Twelve Concepts for NA Service-One** of three bodies of basic NA principle, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.

**Twelve Steps of NA-** One of three bodies of basic NA principle, the steps describe NA's regimen leading to personal recovery and spiritual awakening.

**Twelve Traditions of NA-** One of three bodies of basic NA principle, the traditions provide guidance for the behavior of NA groups, helping the groups maintain their independence while nurturing their unity.

**World Board-** The World Board is the service board of the World Service Conference. It provides support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction; and oversees the activities of NA World Services, including our primary service center, the World Service Office. The board also holds in trust for the NA Fellowship the rights for all their physical and intellectual properties (which includes literature, logos, trademarks and copyrights) in accordance with the will of the WSC.

**WSO-World Service Office-** World Service Board headquarters.