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1. Statement of Purpose

The Mid-East Area Service Committee of Narcotics Anonymous (MEASCNA) is a fully self-supporting service committee of **Narcotic Anonymous (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 **Home** Groups to join together in their primary purpose of carrying the message of **Narcotics Anonymous** recovery, solving their common problems, and to offer support to groups and individuals in need.

2. MEASCNA Vision

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 **their** 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

3. MEASCN Mission

MEASCNA brings all elements of area service together to further the common welfare of Narcotics Anonymous. 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.

4. Area Guidelines / Explanations / Catch All

- The regular meeting of MEASCNA will be the first Monday of each month, unless the first Monday is a holiday (holidays observed on Monday). At the first of each year this schedule will be discussed. This meeting will be referred to as the Area Service Meeting, or ASC.
- Position Meeting - Every year after elections in June, ASC will hold a changeover meeting. All newly elected offices/ subcommittees and leaving servants will attend. This will allow for the exchange of information and duties.
- Informational Binders and Report Forms will be provided for each necessary positions.
- An AD-HOC committee will be from every 2 years to handle inventory and financial audits
- The following list of items/concerns are considered external and will be taken back to the groups for voting - policy

updates, nominations for officer/subcommittee positions, deviations from the policy, regional items. All other are consider internal and may be voted on the participating GSR's.

- Trusted servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the MEASCNA Chair before or at the time of resignation. ASC servants may be removed from office by a majority vote of GSR's present, for any of the following reasons
 - Relapse
 - Excessive absence (TWO consecutive months) without notification or sending a report
 - Neglect of duties.
 - Disregard for Group/Area conscience.
 - Any act of theft or violence in the ASC or towards committee members
 - Misuse of funds. Falsification of reports.
 - Repeated Tradition and/or Concept violations
 - Any other actions considered harmful to the ASC
- o In cases of resignation or removal the Chairperson may appoint a person to fulfill these duties until an election can be held.
- o The removal from office is not to be taken lightly and should be carefully considered before action is taken against any member. Let's not forget our 12th Tradition.
 - If the ASC removes a member, their participation with the ASC is immediately terminated. Any member removed by the ASC, may not hold an elected seat on the ASC, or its Subcommittee, for a period of one (1) year.

5. Meeting Format

MEASCNA meetings are open to the entire fellowship and input by individual members is encouraged. MEASCNA is fully self-supporting, declining outside contributions. All funds come from groups, area activities, and literature and merchandise sales.

Meetings shall be conducted using the following format:

- Opening Prayer
- 12 Traditions
- 12 Concepts – Read & Discuss the concept of the month
- Service Prayer
- Acceptance of previous ASC minutes
- Group Reports
- Officer Reports
- Subcommittee Reports
- Old Business
- New Business
- Open Forum
- Motion to Close

6. Membership

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 or Alternate GSR representing a new group to the area is required to attend area service meetings; the group will become active and receive voting privileges at the second (2nd) consecutive ASC meeting 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 Aea Service Committee (ASC) meeting with full privileges restored. A GSR may only carry one (1) vote for one (1) group in the ASC.

7. Voting Procedures

The voting body of ASC will be made up of the active groups GSR's or GSR Alternates in the absence of the GSR. Only GSR's or GSR Alternates, may vote on motions affecting the groups.

A quorum will consist of a majority of the total active members at roll call. from the previous meeting. 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.

Motions may be made by any voting or non-voting member present at ASC but must be seconded by a GSR or the motion dies. In ASC business meetings, only GSRs or their Alternates may vote. Motion should be written for clarity.

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 successions 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.

8. Election Procedures

The Chairperson, Vice-Chairperson, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer, and Sub-Committee Chairpersons serve one (1) year terms starting in July (unless otherwise noted in this policy). They may succeed themselves but should not serve in the same office for more than two (2) consecutive terms. The Area

Officers, Subcommittee Chairs, and Vice Chairs of MEASCNA shall be nominated from area members of NA. The Area Officers, Subcommittee Chairs, and Vice Chairs 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 term.
- It is suggested that have prior ASC experience.

Non-voting MEASCNA members do not have a choice in the consensus proceeding.

9. Participants Duties and Responsibilities

- **Officers - consisting of a Chairperson, Vice-Chair, Secretary, Vice Secretary, Treasurer and Vice-Treasurer, RCM, RCM-A.**
- **Subcommittee Chairpersons and Vice-Chair - consisting of Hospitals and Institutions (H&I), Public Relations (PR), Supply (Literature and Merchandise), Activities, Scheduling, Outreach, and any Ad-Hoc Committees formed by MEASCNA.**
 - a) Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
 - b) They are responsible to the groups of MEASCNA

- c) They are 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.
- d) To provide a written/oral report to Secretary, due by the Friday before the schedule monthly ASC meeting.
- e) Current Vice Chair positions will secede into the Chair position if willing.
- f) All decisions made in subcommittees will be brought back to ASC for discussion and approval.

10. Participants – Officers

a) Chair

The Chairperson follows the agenda for and conducts the monthly ASC meetings. 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

b) Vice Chair (Policy Police)

The Vice-Chairperson coordinates all subcommittee functions. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. It is suggested that the Vice-Chairperson have four (4) years continuous abstinence from all drugs. Also, the Vice-Chair is responsible for the review of actions or motions during ASC meeting that would violate policy.

c) *Secretary*

The Secretary shall keep accurate records of all ASC meetings. The Secretary shall be responsible for the distribution (by the Saturday before the monthly ASC meeting) of minutes to each GSR, Area Officer, and Sub-Committee Chairperson. The Secretary will assign motion numbers and keep the motion document updated as needed (this will be a separate document). 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 Regional Committee Member (RCM).

d) *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 two (2) years of continuous abstinence from all drugs.

e) *Regional Committee Member (RCM)*

The RCM, together with other RCMs from 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 the contact point between Region/World Services and the NA Groups in this area. The report to the region gives the World Services an idea of where their energies could best be

concentrated. RCM reports to the area, keep GSR' s informed of Regional / 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.
- A written report will need to be submitted to ASC with clear guides of what needs to be taken back to the groups.

f) Regional Committee Member Vice (RCM-Vice)

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.
 - o An RCM will receive travel expenses to attend regional service meetings. The RCM will present all receipts to the body at the first available ASC meeting.
 - o MEASCNA will no longer authorize any expenditure over allotted amounts.
 - o MEASCNA retains the authority to designate who may stay in the room provided by MEASCNA funds.

- o Reimbursements are as follows – these shall be used for transportation, food, and reasonable hotel accommodation.
 - \$25.00 a day per diem for RCM and/or RCM-A
 - \$.25 for milage for either RCM or RCM-A (ride together if both are attending)
 - Area (Treasure) will book hotel accommodations for RCM and/or RCM-A. if over 100 miles accommodations will also be made for Friday (Region will reimburse)

g) *Treasurer (Money handling position)*

The Treasurer shall make a report of contributions and expenditures at every regular ASC meeting (by the Friday before the ASC monthly meeting). 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.
- Position is held for 1 year (available for an additional year commitment at the end of 1st year).
- It is suggested that the Treasurer have a minimum of seven (7) years of continuous abstinence from all drugs.

h) *Vice Treasurer (Money handling position)*

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.
- ◆ Utilize PNC business account using MEASCNA id with Chair and Vice Treasure on the account.
 - It is recommended that the MEASCNA Area Treasury maintain a prudent reserve of \$1,00.00.
 - Each quarter, the Area will contribute to the Ohio Region, based upon the available quarterly total of funds received from Treasurer report. 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 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, Treasurer expenses, Public Relations (PR) budget and Scheduling 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.
 - An inventory and financial audit will be performed every two (2) years in May.

- Each month that the area account is over the prudent, GSR will vote to donate excess.

11. Participants – Subcommittees

i) *Public Relations*

Will consist of the follow positions – Chair, Vice Chair, and up to three subcommittee members. The PR committee will coordinate efforts pertaining to informing the public and the addict who still suffers of our message of NA Recovery. The PR Committee will be responsible for facilitating and maintaining

- Sub-committee members will be selected by Activities Chair and Vice (suggested members should represent the different counties in our Area).
- A NA mailing address list, or phone line if we have one.
- Media information.
- Distribute an areawide meeting list as needed.
- Attend community events in the MEASCNA area to attract those interested in NA and provide NA resources.
- The PR Committee will have a yearly budget of \$500.00. This is to allow for supplies of NA merchandise and literature.

j) *Outreach*

To reach out to all NA Groups within the MEASCNA Area and to act as a communication link between those Groups and the Area Service Committee (ASC). These efforts are

intended to provide support and assist Groups to learn to help themselves.

- An Outreach Kit will be provided to assisting their duties. This kit will include the following - ????????
- The Chair or Vice will provide a report to ASC every month (by the Friday before the ASC monthly meeting)

k) *H&I*

To carry the message of NA to addicts in Hospitals and Institutions within the ASC Area. The H & I Chair will be responsible for coordinating all H & I efforts within MEASCNA. They will ensure that all H & I meetings are supported and recruit appropriate volunteers to help with these meetings. The chair make seek county/facility liaison to help with coordinating efforts.

- The Chair or Vice will provide a report to ASC every month (by the Friday before the ASC monthly meeting)

l) *Scheduling/Webmaster*

The Scheduling Chair will be responsible for maintaining and distributing the current MEASCNA schedule and website. The schedule will only be updated as needed. Schedules will be distributed to all groups, GSR' s, and various other trusted servants deemed helpful to carrying the NA message.

m) *Activities (Money handling position)*

The purpose of the Activities Subcommittee is to plan and coordinate activities and fundraisers for the members. All activities will be geared toward having fun in recovery. Activities can provide a greater sense of community and

unity for the local NA fellowship and produce additional area income. It should always be kept in mind that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services. The subcommittee will consist of a Chair, Vice-Chair and three other members. This is to help with structure, accountability, and the voting processes.

- It is suggested that the Chair have three (3) years, and the Vice-Activities have two (2) years continuous abstinence from all drugs.
- Sub-committee members will be selected by Activities Chair and Vice (suggested members should represent the different counties in our Area).
- Position is held for 1 year (available for an additional year commitment at the end of 1st year). The chair will remain active after the election until Camp O'Bannon to mentor new chair.
- If there are no members to hold the Chair / Vice Chair positions, then account / money / responsibilities fall back to ASC.
- There are 4 annual events to plan and hold. All other proposed functions will be planned and arranged at the Activities Subcommittee meeting before introduced to the ASC. At that time, the groups can approve or disapprove any proposed function and or suggest any amendments to the proposed plan.
- The Activities Chair or Vice Chair will provide a financial report to ASC every month. At the

conclusion of each event, an event financial form will be submitted to the ASC along with receipts for funds utilized. (by the Friday before the ASC monthly meeting)

- The Subcommittee should keep in contact with other event-oriented subcommittees to coordinate dates and times of functions so that conflicts are kept to a minimum. They should also keep an open line of communication between groups, subcommittees, other areas, and the region.
- Notify the Regional Vice Chair (holder of insurance policy) and the Regional Webmaster for inclusion of MEASCNA activities on the calendar and webpage. Only events registered on the regional page will be covered under the insurance policy. The policy can be found at naohio.org and should be posted in a non-conspicuous place at each activity location.
- Notify the MEASCNA Webmaster for inclusion of events on the Area webpage.
- Volunteers for service positions at events that handle money will be required to have at least 1 year of clean time. (can be changed per votes by subcommittee).
- Provide hotel accommodations – for speaker of events during November, December, January, or February; for speakers traveling 150 miles or more; max allowance is \$125.00.

- ◆ Utilize PNC business account using MEASCNA id with Chair and Vice Activities on the account.
 - Both Chair and Vice Chair will need to be present to withdraw money
 - The account may not exceed \$2,000.00.
 - All profits made from events will be donated to the area once the amount of \$2,000.00 has been reached, within five (5) business days of the event.
 - The subcommittee will purchase Raffle/Door/Clean Time Books and merchandise.
 - An inventory and financial audit will be performed every two (2) years in May.

n) Supply Subcommittee – Literature and Merchandise (Money handling position)

The Supply Sub-Committee maintains a stock of NA Literature and Merchandise that can be purchased by local groups at the monthly ASC meeting. * Preorders are encouraged, please submit by the Friday before the monthly ASC meeting (via phone, email or text). The subcommittee will organize the processing of group orders, track inventory, and reorder depleted items. The 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 inventory.

The subcommittee may sell literature to groups or addicts outside of our Area, as well as institutions in or outside of our Area

The subcommittee will consist of a Chair, Vice-Chair and up to three subcommittee members. This is to help with structure, accountability, and the fulfillment process.

- It is suggested that Supply Chair have seven (7) years, and the Vice-Chair have six (6) years
- Position is held for 1 year (available for an additional year commitment at the end of 1st year).
- If there are no members to hold the Chair / Vice Chair positions, then account / money / responsibilities fall back to ASC.
- The Supply Chair or Vice Chair will provide a financial report to ASC every month. (by the Friday before the ASC monthly meeting)
- Supply will utilize a POS system
- An inventory and financial audit will be performed every two (2) years in May.
- ◆ Utilize PNC business account using MEASCNA id with Chair and Vice Activities on the account.
 - Both Chair and Vice Chair will need to be present to withdraw money
 - The account may not exceed \$4,000.00.
 - All profits made from sales will be donated to the area once the amount of \$4,000.00 has been reached, within five (5) business days of the event.

12. Ad Hoc

Ad Hoc Committees are temporary committees that are organized to perform specific tasks, as directed by the ASC, and will be dissolved upon completion of their assigned task. The ASC Chair shall appoint an Ad Hoc Chair, but Ad Hoc Committees have no elected officers and have no vote at the ASC. The Chairpersons of Ad Hoc Committees may submit recommendations, specific to their assignment, to the ASC in the form of motions, the motions will go back to groups for a conscious vote.

13. Theft and Mishandling 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 principles 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.

- The ASC shall hold individuals responsible for ASC NA funds and merchandise entrusted in their care. Any misuse of ASC funds by trusted servants will not be tolerated.
- Should any ASC member be found to have lost, misused, or stolen ASC funds or merchandise, the ASC must fully disclose the alleged loss, misuse, or theft with the individuals involved. Any members accused may exercise their 10th Concept right to redress.
- 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

- The individuals responsible are expected to make full restitution. Should a member fail to make full restitution, they will be subject to criminal and/or civil prosecution.