

Guidelines of the Maine Area Service Committee of Narcotics Anonymous (MASCNA)

All Known Policy Motions as of February 2018

SECTION 1: MASCNA STATEMENT OF PURPOSE

To sustain a local community of NA members while unifying the resources of the groups and to develop, maintain and coordinate services that support their primary purpose: to carry the message to the addict who still suffers.

SECTION 2: AUTHORITY AND RESPONSIBILITY

The final responsibility and authority for the MASCNA rests with the Maine Area NA groups and is derived from the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.

SECTION 3: MASCNA SERVICE STRUCTURE

The MASCNA is a collective of volunteers drawn from NA members and referred to as ‘trusted servants’. Our trusted servants are peers delegated with various responsibilities and authority according to their role in the collective. These roles fall into the three general categories defined here.

- **Group Collective**

The Group Collective represents the conscience of the Maine Area NA groups at the MASCNA and holds final authority and responsibility. It is a quorum composed of a single Group Service Representative (GSR) or an Alternate Group Service Representative (Alt. GSR) from each group in the Maine Area of NA.

- **Administrative Officers’ Collective**

The Officers’ Collective is granted the authority and responsibility by the Group Collective to administer and facilitate service required to maintain the MASCNA and to oversee and account for Maine Area resources and funds.

Administrative Committee Chairs and Officers are:

- | | |
|------------------------------------|---|
| 1. Chairperson | 5. Regional Committee Member Alternate (RCMA) |
| 2. Vice-Chairperson | 6. Secretary |
| 3. Policy Chair | 7. Treasurer |
| 4. Regional Committee Member (RCM) | |

- **Service Collective**

The Service Collective is composed of service coordinators, standing subcommittees, and ad-hoc committees created to provide specific ongoing services. It currently consists of the following coordinators and committees:

1. Coordinators
 - a. Website
 - b. Meeting List
 - c. Phone Line
 - d. Literature
 - e. Archivist

2. Subcommittees
 - a. Public Relations (PR)
 - b. Hospitals and Institutions (H&I)
 - c. Activities
 - d. Outreach
 - e. Miracle Convention
 - f. Fellowship Development
 - g. Shared Services
 - h. Ad-Hoc (when necessary)

SECTION 4: MASCNA OFFICERS and DUTIES

CHAIRPERSON

- A. Clean Time Requirement - Two Years.
- B. Has working knowledge of MASCNA guidelines and policies.
- C. Has a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- D. Welcomes new GSRs/Alternate GSRs and new members. Has Secretary provide them with pertinent information.
- E. Announces the agenda at each MASCNA meeting and conducts the meeting.
- F. Opens the MASCNA meeting on time. Fosters debate and discussion in an impartial and spiritual manner, and ends the debate when it is no longer productive. Declares the meeting adjourned when the assembly votes or in case of emergency.
- G. Cancels the regularly scheduled MASCNA meeting due to inclement weather at least three hours prior to the scheduled starting time. Establishes proper procedures to inform the body of such decision. Coordinates a rescheduled meeting time with other trusted servants of the MASCNA.
- H. Puts to vote all motions that arise. Announces the results of all votes, or rules motions out of order.
- I. Is a signatory of the MASCNA bank account.
- J. Appoints all Ad-Hoc committee Chairpersons.
- K. Co-signs all certified acts of the MASCNA.
- L. Reserves a meeting place for the MASCNA meeting at least two months in advance.
- M. Updates the Post Office with new contact information when necessary, and distributes keys

to the appropriate people.

- N. Is present and helps Vice-Chairperson facilitate the ASC meeting on the month that they serve as Chairperson.

VICE-CHAIRPERSON

- A. Clean Time Requirement - Two Years.
- B. Has working knowledge of MASCNA guidelines and policies.
- C. Has a working knowledge of the Twelve Steps of NA and has the willingness to familiarize themselves with the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- D. Serves as Chairperson in the absence of the Chairperson.
- E. Serves as the Chairperson at least once throughout their term.
- F. Is a signatory to the MASCNA bank account.
- G. Assumes responsibilities as a Chairperson of Administrative Committees and/or Subcommittees in the event that these positions aren't filled, and until such time as the position is filled through election.
- H. In the event that there is no Chairperson of a Subcommittee at October's elections; serves as a registered contact person with the NA World Service Office (WSO). And receives all pertinent Subcommittee information on behalf of the MASCNA.

POLICY CHAIRPERSON

- A. Clean Time Requirement – Two Years.
- B. Has an intimate knowledge of MASCNA guidelines and policies.
- C. Has a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the *Twelve Concepts for NA Service*, and is familiar with *A Guide to Local Services in Narcotics Anonymous* and *A Guide to World Services in Narcotics Anonymous*.
- D. Keeps the MASCNA Guidelines updated.
- E. Makes the MASCNA Guidelines available at ASC meetings.
- F. Attends ASC meetings and is available to answer questions or clarify issues relating to the MASCNA Guidelines.
- G. Serves as Chairperson at the ASC meeting in the absence of the Chairperson and Vice-Chairperson.
- H. Identifies parts of the MASCNA Guidelines that are ineffective or could be changed and brings this to the attention of the GSRs at ASC meetings.
- I. Can form an Ad-Hoc Committee to explore or clarify issues of policy if necessary.

REGIONAL COMMITTEE MEMBER (RCM)

- A. Clean Time Requirement - Two Years.
- B. Has working knowledge of MASCNA guidelines and policies.
- C. Has a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.

- D. Serves as Chairperson in the absence of the Chairperson, Vice-Chairperson and Policy Chairperson at ASC meetings.
- E. Attends all MASCNA meetings.
- F. Attends all Regional Service Conference (RSC) meetings and carries the MASCNA conscience there, at the expense of MASCNA for gas and tolls.
- G. Presents a written and verbal report of RSC functions and business at each MASCNA meeting.
- H. Provides two-way communication between the MASCNA and the rest of NA, including neighboring Areas.
- I. Attends and/or plans Conference Agenda Report workshops and gathers the conscience of the MASCNA groups to pass on to the Regional Service Representative for the annual World Service Conference (WSC).
- J. Presents a year-end report at the conclusion of the service commitment.

REGIONAL COMMITTEE MEMBER, ALTERNATE (RCMA)

- A. Clean Time Requirement - Two Years.
- B. Has working knowledge of MASCNA guidelines and policies.
- C. Has a working knowledge of the Twelve Steps of NA and has the willingness to familiarize themselves with the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- D. Serves as Chairperson in the absence of the Chairperson, Vice-Chairperson, Policy Chairperson and RCM at ASC meetings.
- E. Assists the RCM in their responsibilities and to serves in their absence.
- F. Attends all MASCNA meetings.
- G. Attends all RSC meetings, and serves as RCM in the absence of the RCM, at the expense of MASCNA for gas and tolls.

SECRETARY

- A. Clean Time Requirement - One Year.
- B. Has working knowledge of MASCNA guidelines and policies.
- C. Has a working knowledge of the Twelve Steps of NA and has the willingness to familiarize themselves with the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- D. Compiles, types, and distributes accurate minutes of each MASCNA meeting in the most economical manner. Ideally within 14 days of the last meeting.
- E. Gives a verbal report of business conducted at the previous ASC meeting at each ASC meeting, unless waived by the MASCNA.
- F. Registers MASCNA Officers and Subcommittee Chairpersons with the WSO following October elections.
- G. Furnishes trusted servants with copies of the forms and guidelines required to perform MASCNA business. (GSR packet. Welcome Letter. MASCNA guidelines, among other items)
- H. Includes in the minutes only fliers that have been requested by the MASCNA. Otherwise, a chronological listing of events within the Northern New England Region and Massachusetts

only will be sufficient.

- I. Establishes, maintains and updates a mailing list for minutes, consisting of: GSRs, registered groups, Officers, Coordinators, Subcommittee Chairpersons and all other addicts by request only.
- J. Co-signs all certified acts of the MASCNA.
- K. Maintains, and makes immediately available, one year's worth of all previous MASCNA archives.
- L. Maintains all documents for all MASCNA positions including all Administrative positions, all Subcommittees (including convention committees), all Coordinators and all Ad-Hoc committees (if applicable). Documents will include: All materials necessary for operations.
- M. Shall email all motions to be sent back to groups within 7 days after ASC meets.

TREASURER

- A. Clean Time Requirement - Two Years.
- B. Has working knowledge of MASCNA guidelines and policies.
- C. Has a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- D. Is the custodian of all MASCNA funds.
- E. Gives a verbal and written report of all transactions at each ASC meeting.
- F. Is a signatory of the MASCNA bank account and the accounts of ASC Convention Subcommittees.
- G. Collects signatures for the check signing card and returns the card to the bank.
- H. Pays outside vendors first.
- I. Disburses funds as necessary when available and in accordance with MASCNA decisions and guidelines.
- J. Implements four quarterly reconciliations, (March/June/September/December). This is done by a trusted servant, *other than the Treasurer*, that regularly attends ASC meetings.
- K. Makes a full financial annual report at the October MASCNA meeting to be reviewed by the ASC.

SECTION 5: COORDINATORS AND DUTIES

Coordinators are nominated by, elected by, and responsible to the MASCNA.

WEBSITE

- A. Clean Time Requirement - Two Years.
- B. Has a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- C. Has a working knowledge of basic website structure/organization, and strong computer skills in general.
- D. Acts as liaison to the website hosting service.

- E. Ensures that website bills and fees are paid on time.
- F. Actively manages the website and email accounts.
- G. Routes messages to the appropriate person or body.
- H. Works with the Meeting List Coordinator to ensure the online meeting list remains accurate and up to date.
- I. Personal email containing or providing access to first and last names shall not be posted on the MASCNA website.

MEETING LIST

- A. Clean Time Requirement - Two Years.
- B. Has a working knowledge of MASCNA guidelines and policies.
- C. Has a working knowledge of the Twelve Steps of NA and has the willingness to familiarize themselves with the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- D. Maintains and updates meeting list as needed.
- E. Maintains and updates group contact spreadsheet.
- F. Acts as Web Update Contact for NA World Services (NAWS). Web Update Contact is what NAWS calls the meeting update contact.
- G. Receives information on meeting changes (modifications, additions and deletions) from email, phone lines and other sources.
- H. Prepares and manages the printing of 500 meeting lists every two months.
- I. Will make meeting lists available to the Literature Chairperson to sell to groups.
- J. Works with the Website and Phone Line Coordinators to keep them informed about meeting changes and to ensure accuracy of the meeting list.
- K. Is funded as determined by MASCNA.
- L. Ensures that the proper protocol is followed for meetings to be placed in the meeting list. Protocol is detailed in *Appendix A: Additional Meeting List Coordinator Policy*

PHONE LINE

- A. Clean Time Requirement - Two Years.
- B. Has a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- C. Has a working knowledge of MASCNA guidelines and policies.
- D. Maintains all documents related to phonenumber and has a working knowledge of *A Guide to Phonenumber Service*. (WSO)
- E. Supervises and directs the operations of the phone line.
- F. Acts as liaison to the answering service.
- G. Routes messages to the appropriate person or body.
- H. Maintains an updated phone volunteer list.
- I. Recruits and trains volunteers to staff the phonenumber.
- J. Coordinates Phone line orientations and workshops.
- K. Can appoint/chair an Ad-Hoc committee if necessary (without approval of ASC Chair) to

conduct Phonline business, including workshops, trainings, etc. Committee members trained by Coordinator (with appropriate Clean Time, experience and knowledge of policies) may train others to work phone line.

LITERATURE

- A. Clean Time Requirement – Two Years.
- B. Has a working knowledge of the Twelve Steps of NA and has the willingness to familiarize themselves with the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- C. Has a working knowledge of MASCNA guidelines and policies.
- D. Attends monthly ASC meetings and when not available to be there, provides ample notice and arranges for the literature to be there.
- E. Maintains a stock of NA books and pamphlets that can be purchased by groups and displays them at the monthly ASC meeting.
- F. Has a dependable means of transporting the literature to monthly ASC meetings and has the ability to lift and carry boxes that weigh up to fifty pounds.
- G. Introduces new literature materials to groups at ASC.
- H. Processes group orders and provides a receipt to each group. Handles money collected from sales, tallies funds and passes on to Area Treasurer by the end of each ASC meeting.
- I. Maintains literature stock and reorders materials based on sales of previous month.
- J. Keeps records of past orders and passes on consolidated records to Area Archivist.
- K. Maintains literature supplies, including order forms and receipts.
- L. Stores literature in between meetings in a dry and safe place.
- M. Maintains good relations with World Service and sees that they receive payments on time.
- N. May elect an assistant that can assist in their duties and perform the duties required in the event of their absence.
- O. Will sell meeting lists in a set of 20 for \$2.00 per set.

SHARED SERVICES

- A. Clean time requirement: two years
- B. Has a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA, and the Twelve Concepts for NA Service.
- C. Has working knowledge of MASCNA Guidelines and Policies
- D. Acts as liaison to Eastern Maine Area Service Committee of NA (EMASCNA). May travel to EMASCNA meetings. Shall communicate to EMASCNA liaison by phone, email, and/or text.
- E. Negotiates joint activities, for example, a picnic.
- F. Coordinates shared services including state website, state meeting list, and state phone line.
- G. Finds out what EMASCNA wants and how MASCNA can help them.
- H. Compiles list of EMASCNA trusted servants and makes it available to MASCNA. And vice

versa.

- I. May request funding to attend EMASCNA if such travel would be of value.

ARCHIVES

- A. Clean Time Requirement - Five Years.
- B. Maintains MASCNA Archives.
- C. Keeps Archives in a safe and dry location that is free from animals and children.
- D. Assembles and maintains an inventory of the contents of the Archives in digital format, and forwards a copy of this inventory to the Secretary, and other addicts if requested. Keeps this inventory updated.
- E. Allows for viewing by appointment.

SECTION 6: STANDING SUBCOMMITTEES AND DUTIES

I. GENERAL DUTIES

- A. The MASCNA may establish Subcommittees as necessary to carry out the work of the ASC. The committees will be formed upon the approval of the voting members of the MASCNA.
- B. The MASCNA may create Co-Chairpersons for the Activities and Outreach Subcommittees due to the geographical distance within the area.
- C. Subcommittees may meet prior to the regularly scheduled MASCNA meeting or outside such confines, on a monthly basis, provided the local fellowship has ample opportunity to participate. All Subcommittees must announce their meetings at MASCNA and have them posted on the website.
- D. Chairpersons of the Subcommittees will be elected by voting members of the MASCNA. Other Subcommittee positions will be elected by the members of said committee.
- E. Subcommittees of the MASCNA will adopt guidelines that are consistent with *A Guide to Local Services In Narcotics Anonymous*, *The Twelve Traditions of NA*, the *Twelve Concepts For NA Service*, information available from the RSC, and WSC approved handbooks and guidelines. Subcommittee Guidelines will be posted on the website.
- F. The Subcommittees may submit new guidelines when revisions are required as deemed by that Subcommittee. These guidelines must be submitted and approved by MASCNA as a whole.
- G. All MASCNA Subcommittees are responsible to the MASCNA.
- H. All Subcommittees will submit monthly verbal, written and financial reports, where applicable, to the MASCNA.

II. STANDING SUBCOMMITTEES

- **Public Relations**

Purpose: Inform the public that NA exists and offers recovery from the disease of addiction. Help to ensure that accurate information about our fellowship is available to the public.

DUTIES OF CHAIRPERSON

- A. Clean Time Requirement – Two Years.
- B. Has a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- C. Has a working knowledge of MASCNA and Public Relations Subcommittee guidelines.
- D. Schedules subcommittee meetings and sets an agenda for each meeting.
- E. Attends all subcommittee meetings.
- F. Facilitates the subcommittee meetings and delegates tasks as necessary.
- G. Reports to the MASCNA and attends all ASC meetings.
- H. Gives a monthly report of all budget expenditures to the ASC.
- I. Is the recipient of Public Relations emails.
- J. Keeps a log of emails received and responses made.
- K. Is ultimately responsible for the subcommittee fulfilling its purpose.

- **Hospitals and Institutions**

Purpose: Carry the Narcotics Anonymous message of recovery into hospitals and institutions whose residents have restricted access to regular NA meetings. Distribute literature and meeting lists to the addicts in these facilities to make recovery more available to them.

DUTIES OF CHAIRPERSON

- A. Clean Time Requirement – Two Years.
- B. Has a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- C. Has a working knowledge of MASCNA and H&I Guidelines.
- D. Schedules subcommittee meetings and sets an agenda for each meeting.
- E. Attends all subcommittee meetings.
- F. Facilitates the subcommittee meetings and delegates tasks as necessary.
- G. Reports to the MASCNA and attends all ASC meetings.
- L. Is responsible for giving a monthly report of all budget expenditures.
- H. Is aware of all matters that affect H&I within the Maine Area.
- I. Makes sure that a link of communication is maintained between the subcommittee and the individual facilities it serves. This communication can be done by the Panel Coordinators, but the Chairperson ensures that it is taking place.
- J. Ensures that the Panel Coordinator, all Panel Leaders and Panel members comply with the both the H&I Subcommittee Guidelines and the MASCNA Guidelines, as well as the rules of the individual facilities.
- K. Is ultimately responsible for the subcommittee fulfilling its purpose.

- **Activities**

Purpose: Provide recovery-oriented events and activities within the Maine Area.

DUTIES OF CHAIRPERSON

- A. Clean Time Requirement – Two Years.
- B. Has a working knowledge of the Twelve Steps of NA and has the willingness to familiarize themselves with the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- C. Has a working knowledge of MASCNA and Activities guidelines.
- D. Schedules subcommittee meetings and sets an agenda for each meeting.
- E. Attends all subcommittee meetings.
- F. Facilitates the subcommittee meetings and delegates tasks as necessary.
- G. Organizes and Coordinates activities within the Maine Area.
- H. Can divide position into two Co-Chairs/ Subcommittees due to the size of the service area.
- I. Reports to the MASCNA and attends all ASC meetings.
- J. Is ultimately responsible for the subcommittee fulfilling its purpose.

- **Outreach**

Purpose: Help to strengthen the unity of all groups within the Maine Area and provide supportive services to isolated groups. Act as a point of communication to all groups and welcome isolated groups; inform them of the support available from the Maine Area Service Committee of NA.

DUTIES OF CHAIRPERSON

- A. Clean Time Requirement – Two Years.
- B. Has a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- C. Schedules subcommittee meetings and sets an agenda for each meeting.
- D. Attends all subcommittee meetings.
- E. Facilitates the subcommittee meetings and delegates tasks as necessary.
- F. Gives direction and maintains order at subcommittee meetings.
- G. Coordinates the activities for the subcommittee.
- H. Is ultimately responsible for the subcommittee fulfilling its purpose.
- I. Reports to the MASCNA and attends all ASC meetings.
- J. Can divide position into two Co-Chairs/ Subcommittees due to the size of the service area.
- K. Maintains communication and cooperation between subcommittee members and the MASCNA.

- **Miracle of Unity Convention**

Purpose: Plans, organizes and conducts the annual fall Miracle of Unity Convention, which is held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Schedules, meetings, workshops and activities at the convention to encourage unity and fellowship among our members.

DUTIES OF CHAIRPERSON

- A. Clean Time Requirement – Two Years.
- B. Has a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- C. Is an active participant in Narcotics Anonymous.
- D. Has at least one year of active or past participation in the MASCNA.
- E. Has either served on the past years convention committee as the Vice-Chairperson or as an active committee member.
- F. Has strong communication skills.
- G. Demonstrates stability in the local community.
- H. Is willing to give the time, energy and resources necessary.
- I. Ability to exercise patience, tolerance and acceptance.
- J. Organizes subcommittee meetings. Prepares an agenda for each meeting and provides direction and delegates tasks to the subcommittee.
- K. Chairs subcommittee meetings as well as the convention.
- L. Keeps activities within the principals of the Twelve Traditions of NA and the Twelve Concepts of NA and in accordance with the purpose of the convention.
- M. Monitors the flow of funds and overall convention costs, and helps organize any subcommittee budget.
- N. Votes only to break a tie.
- O. Insures that all subcommittee members are informed of any sudden changes in meeting times and places.
- P. Is the signer of all contracts that involve any portion of the planning process.
- Q. Is ultimately responsible for the subcommittee fulfilling its purpose.

- **Fellowship Development**

Purpose: To provide supportive services to the NA community in Maine, especially fostering the idea that service to NA is personally rewarding. Fellowship Development will cooperate with its natural service partners, other subcommittees and Trusted Servants.

DUTIES OF CHAIRPERSON

- A. Clean Time Requirement – Two Years.
- B. Has a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts for NA Service.
- C. Has a working knowledge of MASCNA and Fellowship Development Subcommittee guidelines.
- D. Schedules subcommittee meetings and sets an agenda for each meeting.
- E. Attends all subcommittee meetings.
- F. Facilitates the subcommittee meetings and delegates tasks as necessary.
- G. Reports to the MASCNA and attends all ASC meetings.
- H. Gives a monthly report of all budget expenditures to the ASC.
- I. Is the recipient of Fellowship Development emails.
- J. Keeps a log of emails received and responses made.
- K. Is ultimately responsible for the subcommittee fulfilling its purpose.

SECTION 7: AD-HOC COMMITTEES

- A. The MASCNA may create Ad-Hoc Committees to perform a specific function.
- B. The MASCNA Chairperson shall appoint all Ad-Hoc Committee Chairpersons.
- C. The Purpose and duration for such an Ad-Hoc Committee shall be clearly defined at its inception.

SECTION 8: TERMS OF OFFICE

- A. All Administrative Officers, Coordinators and Subcommittee Chairpersons' terms are for the duration of one year (with the exception of RCM and Archivist Coordinator which are each two years). Terms start in October and end in the following October. Any filled partial terms will be considered concluded in October regardless of time served.
- B. GSRs may not hold a MASCNA Chairperson position, or MASCNA Policy Chairperson position, or serve as acting MASCNA Chairperson, but may hold other MASCNA administrative positions or be a Chairperson on any other service Subcommittee.
- C. MASCNA Administrative Committee members can serve no more than two consecutive terms in the same position. Archivist Coordinator can serve three consecutive terms (six years).
- D. No member shall serve in more than one Administrative Committee position at the same time, but may serve as a Subcommittee Chairperson or member.
- E. Any Administrative Committee member, Coordinator or Subcommittee Chairperson will be removed from office for loss of clean time, and may be removed from office for non-fulfillment of duties or missing two consecutive ASC meetings without giving prior notice to the MASCNA body or Chairperson.

SECTION 9: DECISION MAKING PROCESS

- A. It is strongly recommended that clean time NOT be waived. However, sometimes it is necessary in order for business to be conducted. Therefore, a motion may be made by a GSR to waive clean time requirements. Results to be determined by a 2/3s majority vote.
- B. Voting members in MASCNA business and elections will only consist of GSRs or their alternates.
- C. Any GSR attending MASCNA has a vote; each group has one vote. Any group may vote in writing on Old Business.
- D. A main motion is made under New Business by: a voting GSR, representing a group; a Coordinator; a Subcommittee Chairperson, representing the Subcommittee; or an Administrative Committee Member (if the motion applies to their position).
- E. A motion should be clear, concise and comprehensive so that the MASCNA is not voting on the perceived intent, but on the actual wording of the motion, as it will be recorded in the minutes.
- F. In order for any motion to be considered, it must be seconded by a voting GSR; except when made by a Coordinator, a Subcommittee Chairperson or an Administrative Committee member. A second merely indicates that another member wishes to hear discussion of the motion. It does not necessarily mean that the person seconding the motion is in favor of the motion.
- G. Every motion must be presented to the MASCNA Chairperson, in writing, and on the appropriate form, showing the member proposing the motion, the GSR seconding the motion, and the intent of the motion.
- H. The Chairperson will state the motion before the committee.
- I. The Chairperson recognizes the maker of the motion to speak first. If the maker of the motion is not present, the motion fails.
- J. The Chairperson then asks for debate on the motion. Any member may speak to a motion, once recognized by the Chairperson. No member may speak more than once, unless that person is asked a question pertaining to the motion, or until everyone who wishes to has spoken.
- K. After the debate is exhausted, the Chairperson calls for a moment of silence and then asks for a show of hands in favor of the motion.
- L. If there is a 2/3s majority in favor of the motion, the motion carries.
- M. If not, the motion fails. The Chairperson then asks all those opposed to the motion if they wish to amend, refer to a chair/committee or table the motion.
- N. If the motion is amended (This refers to a situation when less than 2/3s majority of the voting GSRs vote in favor of the motion) the Decision Making Process starts over. If not, the motion can be tabled, and brought up under Old Business at the next MASCNA meeting.
- O. If there is less than a 2/3s majority of voting GSRs in favor of a tabled or referred motion in Old Business via the Decision Making Process, the motion fails. A motion may be re-tabled in Old Business if 2/3s majority of the voting GSRs vote to do so.
- P. If a motion fails, it can be re-introduced by a group who voted against it (this is called a motion to reconsider). After a motion has been carried by a 2/3s majority vote, the matter is

decided until such time as the MASCNA determines a need for revision.

Q. The Decision Making Process does not apply to Elections.

SECTION 10: ELECTIONS

- A. Elections will be held for all Administrative Officers, Coordinators and Subcommittee Chairpersons at the October MASCNA meeting. Nominations will be held at the September MASCNA meeting (with the exception of the RCM and the Archivist coordinator who serve two years).
- B. Nominees and electives must be present to be nominated and elected.
- C. All positions require a 2/3s majority vote of the voting members. Abstentions will not factor.
- D. Any member of NA may nominate any member of the Maine Area for a trusted servant position. Nominations may be done in person or through a GSR.
- E. Elected Officers and Subcommittee Chairpersons will assume their positions immediately after the October MASCNA meeting.
- F. If a vacant seat is filled at a special election, the elected person will assume the position immediately, and serve for the remainder of the term ending in October.

SECTION 11: AMENDMENTS TO GUIDELINES

- A. Proposed Amendments or motions pertaining to the MASCNA Guidelines will be discussed and tabled directly to Homegroups for a conscience.
- B. The proposed Amendment or Motion will then be voted on by GSRs at the following MASCNA meeting.
- C. Amendments to the Guidelines require a 2/3s majority vote by voting members.
- D. All changes to the MASCNA Guidelines are to take effect immediately, unless otherwise stated in the motion.

SECTION 12: MASCNA MEETINGS

- A. MASCNA meetings will be held on the last Sunday of the month at 12:00pm. The location is to be announced by the Chairperson two months in advance; unless otherwise specified by the committee.
- B. All meetings shall be open to the fellowship and be non-smoking.
- C. The Twelve Traditions of NA and the *Twelve Concepts for NA Service* are to be read and followed at the MASCNA meetings.
- D. Robert's Rules of Order will be followed at the ASC, except when it conflicts with the MASCNA Guidelines or the Twelve Traditions of NA and the *Twelve Concepts for NA Service*.
- E. Group/Area Concerns me will be used to discuss NA group business and group and Area concerns. Open problem solving will be used by the group body.
- F. Group reports will be printed in the minutes and read at the MASCNA meeting.

- G. After each individual report, (All), there will be opportunity to ask and answer questions.
- H. Only NA related announcements for the Northern New England and Massachusetts Regions, or NAWS approved Literature shall be chronologically listed in the minutes.
- I. Only fliers gaining prior approval by the MASCNA body shall be included in the minutes.

SECTION 13: PROCEDURES AND RESPONSIBILITIES OF MASCNA

- A. The MASCNA will support and finance the State of Maine NA Phone Line.
- B. The MASCNA will publish 500 meeting lists every two months.
- C. The MASCNA will maintain a Public Relations website and pay for the website annually at the November ASC meeting.
- D. MASCNA will hold a bi-annual Area Inventory every odd-numbered year in August.
- E. MASCNA will provide a starter package (Item #9020) to new groups by request at ASC meetings.
- F. All MASCNA Officers, Coordinators and Subcommittees (including Convention Committees) must submit copies of all documents pertaining to their position to the Secretary. Changes must be submitted as soon as they occur.

SECTION 14: FUND FLOW AND FINANCIAL GUIDELINES

- A. The MASCNA will have a prudent reserve of \$2,000. Excess funds will be used as operating costs. Donations to the Northern New England Region will be made on a quarterly basis in January, April, July and October of each calendar year. The donation amount will be 25% of all funds above the prudent reserve, when available.
- B. Miracle of Unity Convention Subcommittee will maintain a prudent reserve of \$500 for new convention start-up costs.
- C. The MASCNA will seed, for reasonable expenses.
 1. The Secretary - \$50; with additional funds to be reimbursed, with receipts, for additional expenses.
 2. H&I - \$75
 3. PR - \$75
 4. Outreach - \$50
 5. Activities - \$50
 6. RCM - \$50

Funds will be replenished to them, as well as receipts submitted to the MASCNA. All excess funds will be returned to the MASCNA at the following meeting.
- D. MASCNA will purchase *A Guide to Local Services In Narcotics Anonymous* for each group in the Maine Area that asks for one.
- E. MASCNA will not give the State of Maine meeting list to other Areas unless specifically purchased in bulk, at cost.

- F. Any accounts for the Convention Subcommittees will have the MASCNA Treasurer as a signatory.
- G. MASCNA will reimburse the RCM/RCMA for tolls and \$0.53 per mile for gas to travel to NNERS meetings.
- H. MASCNA will pay \$10 per meeting to Mercy Hospital's McAuley Residence for rent.
- I. The MASCNA will not write a check to any individual who is not a trusted servant, except vendors, and not without a receipt for reimbursement.
- J. MASCNA Treasurer will write a check for a rental donation once a year for NNERS to hold Regional meeting in the Maine Area.

APPENDICES

MASCNA Guidelines Appendix A: Additional Meeting List Coordinator Policy

The task of starting a meeting should not be taken lightly. NA members are adding a resource that stands for the hope that any addict may lose the desire to use drugs. NA meetings save lives and the commitment to start and maintain a meeting must be taken seriously. Our focus is to help clarify and simplify the process of creating a new NA group.

First: Preparation is the foundation. A new group needs a commitment of a group of NA members willing to prioritize their time to support a new meeting by attending consistently while carrying a clear NA recovery message regardless of challenges.

Second: NA members should choose a location that will encourage a recovery community and will accept a small donation to help pay for utilities and other expenses. Churches and community buildings are a good place to begin inquiries. Be careful not to associate NA with other organizations such as treatment centers where the anonymity may be confusing to the public at large.

Third: Asking for help at other NA meetings and at NA Area Service Committee Meetings will help with startup materials and support for beginning a new meeting. It is also the place to find answers to specific questions and concerns according to guidelines provided by NA World Services.

Fourth: in addition to requirements above, to be listed on the Maine Area meeting list the group must provide a contact person and must promise to inform the meeting list coordinator of any changes to the meeting day, time or location, including if the meeting has folded. The meeting list coordinator may be contacted by email at meetings@namaine.org.

Fifth: If the new group does not meet policy requirements to be included in the meeting list, the meeting list coordinator (MLC) shall send the group a letter or an email explaining why, and a copy of this policy. The MLC shall work with the group to help them meet requirements and shall be disposed to smooth the path rather than set up stumbling blocks. Information on NA meetings and service groups is available locally on the Internet at namaine.org or by phone at 1-[800-974-0062](tel:800-974-0062).

MASCNA Guidelines Appendix B:
Qualification Questionnaire:
Candidates For Money Handling Positions
 Enacted July 2015

Name:
 Town:
 Clean Date:

Position applied for: Today's Date:

Experience with handling funds:
 Are you currently financially stable? Yes No
 Explain: _____

MASCNA Guidelines Appendix C:
Statement of Acknowledgement of Financial Responsibility
And Procedure for Dealing with Theft
and Misappropriation of NA Funds
 Enacted July 2015

ASC: When the theft of NA funds occurs at the Area level; the Area's Chairperson shall appoint an Ad Hoc Subcommittee to investigate the matter, determine what happened, and implement an appropriate course of action according to the procedures outlined here.

GROUP: When the theft of NA funds occurs at the Group level, the Home Group is responsible for the retrieval of group NA funds and may, if they choose, use these forms and this retrieval procedure at the home group level as guidance or as policy.

When a Home Group lacks the ability to retrieve NA funds and asks the ASC for assistance in their retrieval, the Area Chairperson or representative may assign the Outreach Subcommittee the task of assisting the group in the retrieval process. A report of the request for assistance and an assessment of the situation shall be included in both the group and Outreach Subcommittee reports at the next ASC meeting, and updates shall be given monthly at the ASC by both until the situation is resolved.

CLARIFICATION: Misappropriation is any misuse of NA funds where the use of funds was inappropriate and/or misguided but nothing was actually stolen. In this case the individual responsible would lose their position immediately and be prevented from assuming any other position in which they were responsible for NA funds for one year; however no further action would be taken unless the loss to the fellowship was very substantial. We have extended our definition of "misappropriation" at the Area level to any amount of NA monies missing and assumed taken by any individual totaling less than \$75. Groups may or may not elect to use this extended definition.

Theft Prevention:

Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, anyone responsible for NA funds will be required to fill out the Qualification Questionnaire, submit to a public interview and adhere to guidelines regarding funds handling. They will be asked to implement standardized accounting practices and auditing procedures that ensure accountability. These practices may include, but not be limited to: monthly reporting, regular audits, two- signature checking accounts, and monthly reconciliation of original bank statements.

These practices may be monitored by another person. Anyone responsible for handling NA funds may be accompanied while counting receipts, making the bank deposit (this must be done within 48 hours), reconciling the original bank statements, and most importantly, while any funds are disbursed. All financial records shall be readily available to other trusted servants.

Funds Retrieval Process

A. Determining if theft has occurred:

1. A thorough review of all books and financial records shall be conducted to make sure the funds were actually taken: **How much? By whom?**
2. **Our inventory:** Was there a failing in the accounting procedures and safeguards that allowed this to happen? What can we do differently to ensure this does not occur again?

B. If it becomes clear that money has indeed been taken:

1. MASCNA will schedule a Retrieval of NA Funds Meeting, attempting to host it at a time and place that is agreeable to all or most involved.
2. The person who is accused of taking the funds will be informed of the meeting via phone, email, registered mail, and in person if possible.
3. At this meeting the accused individual will be given the opportunity to present their point of view.
4. The Retrieval of NA Funds Meeting Format will be used during this meeting.

C. If the individual admits to the theft and agrees to pay back the missing funds:

1. The Maine Area of Narcotics Anonymous Contract for the Retrieval of NA Funds may be used.
2. 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 repayment agreement.
3. A report about the situation should be published and regular reports on the status of the restitution agreement should be published until the agreement is satisfied in groups and/or area reports.
4. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
5. It is best to remove the person from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the Steps.

D. If the individual does not show up at the special meeting:

1. MASCNA will need to ensure that every effort to contact the person has been made.
2. MASCNA will use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not

3. respond to the letter.
 4. Copies of the letter will be archived digitally and on paper for further reference.
 5. If the individual's response to the letter is in a positive manner, MASCNA will return to section B and follow the procedures.
- E. If the individual refuses to repay the money or agrees to a plan but does not follow through with agreement or if the person has disappeared it may be appropriate to take legal action:**
1. The decision to take legal action is an option that does not compromise traditions or spiritual principles but it should be our last resort.
 2. It is suggested that the decision to prosecute be thoroughly explored before going ahead, using area, regional, and world services resources.

MASCNA Guidelines Appendix D: **Retrieval of NA Funds Meeting Format**

Maine Area of Narcotics Anonymous Purpose

The purpose of this meeting is to make the person or persons found to be responsible for theft of NA funds aware of the charges against them, and to allow them to offer a defense, as well as to allow those from whom the theft occurred to ask questions and offer solutions and courses of action to retrieve the stolen funds, with the assistance of their Higher Power and within the spirit of the program of NA. Our purpose here is to help not to hinder. Your cooperation and input is welcome, but let's do it in a way that is conducive to our purpose here.

Agenda

1. Open the meeting with a moment of silence followed by the serenity prayer.
2. Ask someone to read the 12 Traditions of NA.
3. Ask someone to read the 12 Concepts of NA Service.
4. Pass the attendance sheet.
5. Meeting chair presents the situation as it is understood.
6. Accused individual presents their point of view/explanation.
7. Open the floor up for questions and concerns. Allow the accused person to respond to all questions.
8. After the question and answer section take a 10 minute break to allow all present to get in touch with their Higher Power.
9. After the break ask for another Moment of Silence.
10. All present determine the appropriate course of action based on the evidence.
11. If it is determined that the accused is responsible for the theft of NA funds; determine the amount stolen and offer a restitution repayment plan or allow the accused to offer a restitution repayment plan.
12. Have the accused fill in the terms of the agreement on the contract form, sign it and have all witnesses also sign and date it. The Maine Area of Narcotics Anonymous Contract for the Retrieval of Misused NA Funds may be used as a legal agreement between all parties.
13. If the accused is present at the meeting and found responsible for the theft and/or misuse of NA funds and refuses to accept their responsibility, they should be made aware that legal action may be taken against them in accordance with the Maine Area of Narcotics Anonymous

Guidelines and Procedures for the Retrieval of stolen or misused NA funds.

- 14. Balancing spirituality with responsibility, the individual(s) shall be removed from their service position, and shall not be considered for another position until they have dealt with the issue through the process of the steps.
- 15. Close the meeting with the Serenity Prayer.
- 16. Submit a written report at the next area service giving the name(s) of the accused, the findings of facts and terms of restitution if appropriate.

MASCNA Guidelines Appendix E:
Contract for Retrieval of Misused NA Funds

I, _____ agree to pay the _____ (Print Name)(Group, Subcommittee, Area)
 \$____, per _____, commencing on _____ until a total amount of \$_____ is repaid.
 I understand that _____ retain(s) the right to take legal action if I violate this contract.

(Signature of Debtor) _____ (Complete Address) _____
 (City and State) _____

Witnesses:

(Signature and Date) _____ (Printed Name) _____
 (Signature and Date) _____ (Printed Name) _____

MASCNA Guidelines Appendix F:

Contract For Trusted Servants Handling NA Funds:

Acknowledgement of Receipt of Standards and Practices Policy and Screening Process

By my signature, I acknowledge the following:

- 1. I have received a complete copy of these financial standards and practices.
- 2. I have read them and understand them completely.
- 3. I have been through the screening process as it pertains to my position.
- 4. I shall adhere to all that is outlined and contained within them as it applies to my position.

Signed: _____ Print Name: _____ Date: _____

Witnessed By: _____ Print Witness's Name: _____ Date: _____