

Michigan Regional Service Committee of Narcotics Anonymous Guidelines

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STATEMENT ON SERVICE

Everything that occurs in N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that these guidelines have been compiled. We must always remember that as Individuals, Members, Groups, Areas, Regions or Sub-Committees, we must never be in competition with each other. We work separately and together in an effort to help the newcomer and for our common good. We have learned painfully that strife cripples our fellowship; it prevents us from providing the service necessary to grow as a fellowship.

"To assure that no addict seeking recovery need die without having found a chance to live a new and better way of life; From this day forward may we provide necessary services." - *NA Service Manual, 1981*

MISSION STATEMENT

Our purpose is to serve as an educational and a communications tool for the Areas that we serve. We meet regularly to exchange experience, strength and hope to help unify our member Areas. As shown by the trust embodied in the members of this committee, we shall seek to find respectful and loving completion of the committee's goals.

Definition

This regional service committee is made up of regional committee members from all areas within the Michigan region of NA (MRSCNA).

To see a visual representation of our service structure, see Appendix A.

Purpose

Our purpose is to serve as an educational and communications tool for the areas that we serve. We meet regularly to exchange experience, strength, and hope to help unify our member areas. As shown by the trust embodied in the members of this committee, we shall seek to find respectful and loving completion of the committee's goals.

Meetings Times & Locations

The Michigan Regional Service Committee of Narcotics Anonymous currently meets every other month, beginning in February. Every meeting is streamed in order to offer a Zoom option for committee members' attendance, and every other Regional meeting is conducted totally via Zoom, with the first such meeting starting with the February Regional meeting. Active Areas alternate hosting the Regional meeting in their respective area, with the location of the meeting arranged by the Regional Secretary in cooperation with the hosting Area's RCM

THE MICHIGAN REGIONAL SERVICE COMMITTEE, INC. (MRSC)

On November 29, 1993, Articles for a Domestic Nonprofit Corporation were filed with the Michigan Department of Commerce-Corporation and Securities Bureau, currently called the Department of Licensing and Regulatory Affairs. The name of the corporation is the **Michigan Regional Service Committee (MRSC)**. The purpose for which the Corporation was organized was to provide information and services to the public and any business entities or individuals seeking to conduct business with the MRSC. This was to be accomplished through the purchase and distribution of literature, the holding of conventions, and other such ancillary business activities as may make it possible to help carry the message of recovery from addiction as espoused by the program of Narcotics Anonymous.

Relationship between MRSCNA AND MRSC

The relationship between the Michigan Regional Service Committee of Narcotics Anonymous (MRSCNA) and the Michigan Regional Service Committee, Incorporated (MRSC) is analogous to the cover over a hardback book. The MRSC (cover) is the business entity through which the MRSCNA (book) lawfully conducts business in the State of Michigan, including; paying taxes in accordance with Michigan law, complying with Michigan non-profit corporation law, and various other duties required of non-profit corporations under Michigan law.

Just as the cover serves to protect a book, the MRSC Inc. is directly responsible to serve the MRSCNA. The Board of Directors (BOD) for MRSC is responsible for those matters involving the corporation, and this BOD is populated with elected members from the MRSCNA. For example, the Regional Committee Members on the MRSCNA serve as the Board of Directors of the MRSC, Inc. So in essence, every time the MRSCNA meets, the MRSC is simultaneously meeting. The BOD provides the services and support that facilitates the continued growth and development of the Fellowship of Narcotics Anonymous in the Michigan Region.

The MRSCNA Guidelines and MRSC, Inc. Bylaws are similar. The MRSCNA Guidelines are more detailed for the functionality of day to day business of the Regional Committee. The MRSC, Inc. Bylaws are basic and must comport with the nonprofit corporation law in the state of Michigan. *See Appendix B & C.*

HOW MRSCNA BUSINESS IS CONDUCTED

All members of Narcotics Anonymous are welcome to attend MRSCNA meetings. These meetings present an excellent opportunity to get involved with NA service work at the Regional level.

Regional Committee Member (RCM)

This Regional Service Committee is made up of Regional Committee Members from all Area Service Committees within the Michigan Region of NA. As stated previously, the RCMs serve a dual role as the members of the Board of Directors for MRSC, Inc. All actions of the BOD shall be guided by the Twelve Traditions of Narcotics Anonymous and MRSCNA Guidelines.

Voting Procedures

By including the whole of the group in the discussion and decision-making process, everyone becomes invested. To reach a consensus, there has to be a context or environment created that is conducive to respectful dialogue and the healthy exchange of ideas. There should be a mutual respect, common vision, or shared principles between group members in order for the group to succeed in reaching a worthwhile consensus.

Decision-Making Process

Consensus-Based Decisions:

This committee follows consensus-based decision-making as described in the [CBDM Basics worksheet from Local Service Tools via NAWS](#). This document can be found on the NAWS website.

A consensus requires that a group reach a decision which has been agreed on by a collective. In order for the decision to be fully supported going forward, it is necessary that all group members participate in the decision-making process, including those with minority opinions. Consensus necessitates that group members engage in a dialogue and share information for the purpose of increasing others' understanding of the issues and to provide a rationale for choosing a particular position.

Who Can Vote

For a formal decision making process for resolution of matters brought to the Michigan Regional Service Committee (MRSCNA), the committee will seek consensus. All Regional elected or appointed members (Facilitator, Co-Treasurer, RCMs etc.), can vote during regular business as well as election of trusted servants. However, if substantial consensus is not found, the vote will be among RCMs only, with the Facilitator voting only to break a tie. Failing consensus of RCM's, the matter will be given to ASC's for a resolution and the discussion will resume at the following MRSCNA meeting.

Everyone in attendance at a Region meeting has an opportunity to let their voice be heard during discussions. The only time voting occurs at Region is for topics brought back to Areas, wherein the RCM will give the vote of their Area.

In order to be in congruence with our MRSC By laws, it is the responsibility of the Board of Directors (RCMs) to amend and update the Guidelines. Guideline changes must be approved by a consensus of all active member Areas.

Quorum

A quorum shall consist of a simple majority of active member areas. If an area is not represented at two consecutive regularly scheduled RSC meetings it will be accorded "inactive" status for the sake of quorum computation at the second meeting. Active status shall be returned upon that area attending a RSC meeting. A quorum must be reached and maintained for the committee to conduct business.

Proposals & Discussion

All members of the committee may make proposals at any time during the meeting.

Through the use of a facilitator, consensus will be sought of the Regional Committee. All NA members in attendance at the RSC meeting shall have the right to participate in discussions. The facilitator will recognize members participating in discussions before they speak and comments should be directed to the committee as a whole.

Election of Trusted Servants

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.” - Fourth Concept

Election Schedule

Each position’s term length is specified in the Duties and Responsibilities section of that position.

Month	Position
February	Facilitator, Co-Facilitator, Secretary, Co-Secretary, Treasurer, Co-Treasurer
June	Regional Delegate, Regional Delegate Alternate, Public Relations Person, Web Servant
December	Michigan Service Office Representative

Nominations

Nominations are open to all NA members, but it is strongly encouraged that RCMS do not serve as Facilitator, Co-Facilitator, Secretary, or Treasurer during their term as RCM. No member is able to hold two non-RCM positions at the regional level.

- RCM’s can hold any position on the Admin body during their tenure as RCM. Other combinations of positions will require a discussion at the time of nomination and elections.

Nominations will be accepted via email to the secretary up to one month prior to elections, or during the election meeting. Nominees will answer the following questions:

1. Do you have a working knowledge of the 12 steps, 12 traditions, and 12 concepts?
2. Do you have an NA sponsor?
3. What is your service experience, including current service positions?
4. Have you ever misappropriated NA funds?
5. Are you on any mind or mood altering substances that may make it difficult to fill this position? Are you willing to inform this body if you are prescribed such medication during your term?

6. What motivates you to take this position?
7. Have you ever had to step down from a service position, and if so, what were the circumstances surrounding that important decision?
8. Do you have the time and resources to fulfill the duties of this position?

Elections

Once a nomination or willingness is expressed and the standard questions are answered, the Facilitator opens the floor for questions. Once all questions are exhausted, the nominee is asked to leave the room and the Facilitator opens the floor to discussion. Once a decision is made, the nominee is invited back into the room and the Facilitator announces the decision to the nominee. In the event that the nominee is attending via Zoom, they will enter a break-out room so the body can discuss.

Term Limits

1. Any member serving an interim term must go through the normal election process at the regularly scheduled election if they wish to move into the position for a full term.
2. In the spirit of rotation of service positions, it is not recommended that individuals serve more than two consecutive terms in any position.

Resignations

1. Voluntary Resignation:
 - a. Given in writing to the MRSCNA at any time.
2. Involuntary Removal:
 - a. Relapse during term of service. Mandatory removal.
 - b. Failure to perform duties and responsibilities, such as failure to submit a report to the Secretary, neglecting to deposit checks into the bank in a timely manner, and failing to provide evidence of value added to the Region after attending NA service workshops/conferences/conventions.
 - c. Behavior inconsistent with the role of a “trusted servant,” including; breaching any of the 12 Traditions and/or Twelve Concepts of NA Service, unethical or unprofessional conduct while serving in the trusted servant role, or mismanagement or misappropriation of NA funds.
 - d. Missing or not reporting during two meetings per term. Trusted servants are expected to attend all MRSCNA meetings.
3. Involuntary Removal Procedures:
 - a. Other than a relapse during the term of service, the items listed above represent potential prerequisites for the removal of a service member. It does not mean that removal is automatic or required in each case that they occur. They are intended to be a guide for group consensus when involuntary resignation proceedings are initiated or warranted.
 - b. There may be a need to suspend the duties of an elected member of MRSCNA. The reasons for suspension include, but are not limited to, the items listed in “Involuntary Resignation.”

- c. To begin involuntary resignation proceedings, a request stating intent with due cause should be sent to the MRSCNA Chairperson one week prior to the MRSCNA meeting.
- d. The service member named for removal shall be informed by the MRSCNA Chairperson of the request before the meeting, if possible.
- e. The service member, if they choose, shall be given time for rebuttal not lasting more than ten minutes. This would be the time for MRSCNA members to ask questions of the trusted servant. This may be accomplished via a Zoom with the service member of concern if they are not physically present during the meeting.
- f. The service member is then asked to leave the room so that MRSCNA members may discuss the merits of the request freely.
- g. The Chairperson guides the discussion, closes the discussion, and asks for a consensus by RCMs on the request for involuntary resignation.

TRUSTED SERVANTS - ADMINISTRATIVE BODY

Facilitator

Two year term (Elections occur on even-numbered years)

Qualifications:

1. Minimum of five years of continuous clean time
2. Minimum of two years NA service involvement, with previous Regional committee experience desirable

Duties:

1. Presides over all MRSCNA meetings and guides the MRSCNA decision-making process of consensus-based decision-making
2. Compiles an agenda prior to each Regional meeting (all input, ideas, and motions should be emailed to the Facilitator seven days prior to each MRSCNA meeting). Will email the agenda to the Regional contact list the day before the meeting.
3. Maintains lines of communication between the Regional body and all member Areas throughout the year
 - a. This could include announcing upcoming Regional meetings at events, meetings, and on social media
4. To be absolutely fair and impartial, and keep meetings orderly and peaceful. Maintain a cooperative atmosphere of recovery in meetings through the use of principled discussion
5. To refrain from discussing a motion while presiding
6. Is a signer on all bank accounts of MRSCNA
7. Designates the MRSCNA Chairperson to be an authorized agent for MRSC
8. In the event that the Treasurer position is vacant, the Facilitator fulfills the duties of that position
9. Be willing and able to mentor and train the Co-Facilitator
10. Will provide to the Regional Secretary a signed Memorandum of Financial Responsibility form to account for any MRSCNA funds or assets handled during their term.

Co-Facilitator

Two year term (Elections occur on even-numbered years)

Qualifications:

1. Minimum of four years of continuous clean time
2. Minimum of two years NA service involvement, with previous Regional committee experience desirable

Duties:

1. Assists the Facilitator in the performance of their duties
2. Performs the duties of the Facilitator in their absence
3. Advises MRSCNA in matters concerning Regional guidelines
4. Maintain an inventory spreadsheet of all Regional materials on the MRSCNA Google Drive
5. Fulfills the duties of positions that have no trusted servant, except for Treasurer
6. Will provide to the Regional Secretary a signed Memorandum of Financial Responsibility form to account for any MRSCNA funds or assets handled during their term.

Secretary

One year term

Qualifications:

1. Willingness and desire to serve
2. Minimum of two years of continuous clean time
3. Have a working knowledge of the Twelve Steps and Twelve Traditions of NA through application
4. Have an understanding of the time expectation required, and possession of the resources, to be successful in the service position

Duties:

1. Emails the agenda to MRSCNA participants three days prior to each Regional meeting
2. Keep full and accurate minutes of each MRSCNA meeting, and distribute the minutes within two weeks of the Regional meetings
 - a. Will compile a list of proposals and email it to RCMs to bring back to their Areas
3. Maintain and distribute guidelines, proposals, and decisions to all new MRSCNA members
4. Maintain the Google Drive, including but not limited to:
 - a. Treasurer's spreadsheets
 - b. Minutes
 - c. Standing rules
 - d. Other Regional documents and resources
5. Maintains a contact list of all MRSCNA members and groups throughout the Region
 - a. This should include RCMs, Area Chairs, and Area PR Chairs

6. Maintain a Regional calendar of events and notifies the MRSCNA members of all Regional meetings via email
7. Have access to and know how to operate a computer and email
8. Be willing and able to mentor and train the co-secretary
9. Will to sign the Memorandum of Financial Responsibility form to account for any MRSCNA funds or assets handled during their term
10. Responsible for providing the Memorandum of Financial Responsibility Forms to all MRSCNA elected trusted servants at the time of their election into their respective positions. Regional Secretary will retain these records for at least two years and is responsible for ensuring the transfer of signed Memorandum of Financial Responsibility forms to the succeeding Regional Secretary.
11. Responsible for retaining the Memorandum of Financial Responsibility Forms provided by the MRCNA Chair for all elected MRCNA trusted servants and retaining these records for at least two years.

Co-Secretary

One year term

Qualifications:

1. Willingness and desire to serve
2. Minimum of one year of continuous clean time.
3. Minimum of nine months NA involvement.
4. Have a working knowledge of the Twelve Steps and Twelve Traditions of NA through application
5. Have an understanding of the time expectation required, and possession of the resources, to be successful in the service position

Duties:

1. To assist the Secretary in the above-stated duties, and to perform the duties of the Secretary in their absence.
2. Will provide to the Regional Secretary a signed Memorandum of Financial Responsibility form to account for any MRSCNA funds or assets handled during their term.

Treasurer

Two year term (Elections occur on even-numbered years)

Qualifications:

1. Willingness and desire to serve
2. Minimum of five years of continuous clean time.
3. Have a working knowledge of the Twelve Steps and Twelve Traditions of NA through application
4. Have an understanding of the time expectation required, and possession of the resources, to be successful in the service position

Duties:

1. Keeps full and accurate financial records for the MRSCNA for each fiscal year, beginning December 31st
2. Prepares and presents detailed financial reports at every MRSCNA meeting, sends said records to the Secretary
3. Receives and deposits funds as presented, no later than 7 days after the Regional meeting
4. Is the primary signer of all MRSCNA checks, and is an additional signer of MRCNA checks
 - a. Is the only holder of the MRSCNA debit card
5. Will attempt to purchase items directly when appropriate
6. Prepares and presents a yearly report at the March MRSCNA meeting
7. Works with the hired tax preparer to ensure account accuracy, to stay compliant with tax obligations and non-profit status
8. Gives and keeps receipts for income and disbursements
9. Treasurer maintains a prudent reserve of no less than \$3,000
10. The Treasurer will distribute funds for the following items without formal approval:
 - a. Copies of materials needed for discussion, the bill for the Regional phone line, quarterly bill for web-hosting, tax filings and tax preparer fee.
 - i. At the beginning of each new term, the Treasurer will contact the Regional Phone Line contact person in order to register the new payment method
 - b. The item and subject need to be listed in the Treasurer's report at the following MRSCNA meeting
11. Hotel accommodations will be reserved by the Treasurer ahead of the event for the administrative trusted servants, unless Regional trusted servants make their own reservations and get reimbursement from the Treasurer.
 - a. The trusted servant will reserve a room at the rate previously determined by the committee for that Regional meeting.
12. Treasurer will keep a digital ledger that is available for Region members to view on the Google Drive
13. The Treasurer will distribute funds for the following with the approval of MSCRNA, once prudent reserve has been met:
 - a. \$100 to the Midwest Zonal Forum each time the RD and AD attend in person
 - b. 12% donation to NAWS from the 7th Tradition donations
 - i. These donations will be calculated, discussed, and sent after each Regional meeting
 - c. 10% of the profits from MRCNA will be sent as an annual donation to NAWS at the conclusion of MRCNA
14. Will forward donations as directed by decisions of MRSCNA
15. Responsible for filing our renewal with [LARA](#). When needed, paperwork/forms should be reviewed by CPA and/or attorney prior to filing.
16. Be willing and able to mentor and train the Treasurer
17. Will provide to the Regional Secretary a signed Memorandum of Financial Responsibility form to account for any MRSCNA funds or assets handled during their term.

Co-Treasurer

Two year term (Elections occur on even-numbered years)

Qualifications:

1. Willingness and desire to serve
2. Minimum of five years of continuous clean time
3. Have a working knowledge of the Twelve Steps and Twelve Traditions of NA through application
4. Have an understanding of the time expectation required, and possession of the resources, to be successful in the service position

Duties:

1. To assist the Treasurer in the completion of their duties and to assume the duties of the Treasurer in their absence
2. To be a signer on the MRSCNA bank account
3. Will provide to the Regional Secretary a signed Memorandum of Financial Responsibility form to account for any MRSCNA funds or assets handled during their term.

Regional Delegate (RD)

One World Service Conference cycle

Qualifications:

1. Willingness and desire to serve
2. Minimum of four years of continuous clean time.
3. Have a working knowledge of the Twelve Steps and Twelve Traditions of NA through application
4. Have an understanding of the time expectation required, and possession of the resources, to be successful in the service position

Duties:

1. Serve as the primary liaison between the World Service Conference (WSC) and MRSCNA
2. Make materials available from Narcotics Anonymous World Services (NAWS) to the Regional Committee as requested
3. Attends all MRSCNA and WSC meetings, as well as Area meetings when requested
4. Attends as many Regional functions as possible
5. Attends Conference Participant meetings
6. Attend World Service Conference
7. Attends Midwest Zonal Forum meetings
8. Be willing and able to mentor and train the RDA
9. Will provide to the Regional Secretary a signed Memorandum of Financial Responsibility form to account for any MRSCNA funds or assets handled during their term.

Alternate Delegate (AD)

One World Service Conference cycle

Qualifications:

1. Willingness and desire to serve
2. Minimum of three years of continuous clean time.
3. Minimum of two years NA involvement.
4. Have a working knowledge of the Twelve Steps and Twelve Traditions of NA through application
5. Have an understanding of the time expectation required, and possession of the resources, to be successful in the service position

Duties:

1. Works closely with the RD to prepare to assume the position of RD the following term
2. Performs all duties of the RD in their absence
3. Attends all MRSCNA and WSC meetings, as well as Area meetings when requested
4. Attends as many Regional functions as possible
5. Attends Conference Participant meetings
6. Attend World Service Conference
7. Attends Midwest Zonal Forum meetings
8. Will provide to the Regional Secretary a signed Memorandum of Financial Responsibility form to account for any MRSCNA funds or assets handled during their term.

TRUSTED SERVANTS - RESOURCE MEMBERS

Public Relations (PR)

Two year term (Elections occur on even-numbered years)

Qualifications:

1. Willingness and desire to serve
2. Three years of continuous clean time.
3. Have a working knowledge of the Twelve Steps and Twelve Traditions of NA through application
4. Have an understanding of the time expectation required, and possession of the resources, to be successful in the service position
5. Subcommittee Co-Chairs, Secretary, and Treasurer shall be elected by members of each Subcommittee with the Co-Chair to be submitted for approval by a simple majority of member areas in attendance at the MRSCNA meeting.

Duties:

1. The PR Contact supports Area subcommittees of Public Relations and Hospitals and Institutions.

2. The PR Contact also attends statewide conferences of professionals who interact with addicts for the purpose of bringing valuable information and resources back to the Region
3. Will provide to the Regional Secretary a signed Memorandum of Financial Responsibility form to account for any MRSCNA funds or assets handled during their term.

Web Servant

Two year term (Elections occur on even-numbered years)

Qualifications:

1. Willingness and desire to serve
2. Three years of continuous clean time
3. Have a working knowledge of the Twelve Steps and Twelve Traditions of NA through application
4. Have an understanding of the time expectation required, and possession of the resources, to be successful in the service position
5. Have a computer and proficiency in maintenance of web presence

Duties:

1. Maintain the MRSCNA web page, keeping it current, and updating meetings with the assistance of Area Web servants
2. Will post (only approved) minutes to the website
3. Attends all MRSCNA meetings in person, and maintains/transportes the audio/visual equipment and set up, and host the hybrid portion of the meeting
4. Assist with creating meeting lists and provide meeting list data to NAWWS to update the meeting list app
5. Post flyers and events to the Regional Calendar
6. Trains the new Web Servant for up to six months to acclimate them to the position, and agrees to be the new Web Servant's point of contact for assistance
7. Assist Area Webservants with their websites
 - a. Maintain an Area's website in the absence of an Area Web Servant
8. Will provide to the Regional Secretary a signed Memorandum of Financial Responsibility form to account for any MRSCNA funds or assets handled during their term.

MSO Representative

Three year term (per MSO By-Laws)

Qualifications:

1. Per the MSO By-Laws, clean time requirement of 3 years
2. Personal maturity
3. Financial literacy
4. Experience as an officer of an Area or Regional Service Committee

Duties:

1. The MRSCNA will elect an MSO representative to attend MSO meetings and provide minutes from that meeting, as well as act as two-way communication between MRSCNA and MSO.
2. The MSO representative is asked to attend all MRSCNA meetings and MSO business meetings virtually. In the spirit of unity with our only Michigan service office, MRSCNA supports maintaining an open line of communication with MSO. As part of the MSO representative's report, a copy of the minutes of every MSO business meeting will be included.

ARCHIVE POLICY

The MRSCNA committee and subcommittees will keep a record of the following:

- Minutes of meetings, financial records, policy and procedures, proposals and decisions, guidelines, inventory of property, and any items that may have historical value.

All archive materials will be submitted to the MRSCNA to be categorized, filed, and stored.

These records will be kept indefinitely on the MRSCNA Google Drive. Financial records will be kept on a timeline agreed to by the current service body and tax preparer.


Financial Memorandum of Responsibility Procedure:

1. When a trusted servant is elected, they and the Facilitator sign the Memorandum of Financial Responsibility form and it is then scanned electronically into the folder on the MRSCNA Google Drive.
2. The form will be kept on file for up to 2 years after their term is complete.

SUBCOMMITTEES

MRSCNA has two subcommittees, Michigan Regional Convention of Narcotics Anonymous and Public Relations. Their guidelines are linked below. (It is up to the discretion of Public Relations to create guidelines, if/when those are created, the link to their guidelines will be added to this document.)

MRCNA

 [MRCNA Guidelines-Approved 2023.04.pdf](#)

BUDGET POLICY

Annual Budgets

Shall be composed from the budgets of:

1. Regional trusted servants: Facilitator, Co-Facilitator, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RD & AD
2. Resource members: PR, Web Servant, MRCNA Chair, MSO Representative

Budget Procedures

All Regional administrative trusted servants will submit their annual proposed budget for expenses in August, and make a decision for approval in October. Budgets will be posted to Google Drive in August for the body and Areas to review.

Travel Policy

Prudence should be exercised when booking travel for region business with MRSCNA funds. If MRSCNA trusted servants make special travel arrangements, special accommodations, or extra services, the authorized traveler must pay for the additional costs. An authorized traveler includes:

1. Regional trusted servants and resource members attending regional meetings when outside of their area
2. RD and AD traveling to world service conference and the MZF
3. Resource members, RD, and AD attending the MZSS

All MRSCNA funded individuals who travel outside of the region will submit an actual expense form and receipts for all aspects of the funded travel. This form will be kept on Google Drive and should be downloaded and emailed to the Treasurer prior to the next Regional meeting. Prior to the event, the trusted servant may submit a request for advanced funds. If advanced funds are received, any excess funds are returned. Receipts for mileage and gas are not required.

TRANSPORTATION AND ACCOMMODATIONS FOR MRSCNA ADMINISTRATIVE TRUSTED SERVANTS

1. Hotel Accommodations: Hotel accommodations will be reserved by the Regional Treasurer ahead of the event for the administrative trusted servants, unless Regional trusted servants make their own reservations and get reimbursement from the Treasurer.
 - a. The trusted servant will reserve a room at the rate previously determined by the committee for that Regional meeting.
2. Mileage Reimbursements: To keep up with the accepted standard and inflation, mileage will be reimbursed by the MRSCNA at the same per/mile rate indicated on the [IRS website for businesses](#).
 - a. The Treasurer will announce the mileage reimbursement rate at the beginning of each calendar year.
 - i. Receiving a travel reimbursement payment represents income for the recipient, the onus of responsibility for the tax liability created lies with the individual trusted servants when filing their personal taxes.

TRANSPORTATION AND ACCOMMODATIONS FOR RD, AD, AND WEB SERVANT

This section applies to any WSC, MZF, or MZSS event that the RD, AD, or Web Servant may attend.

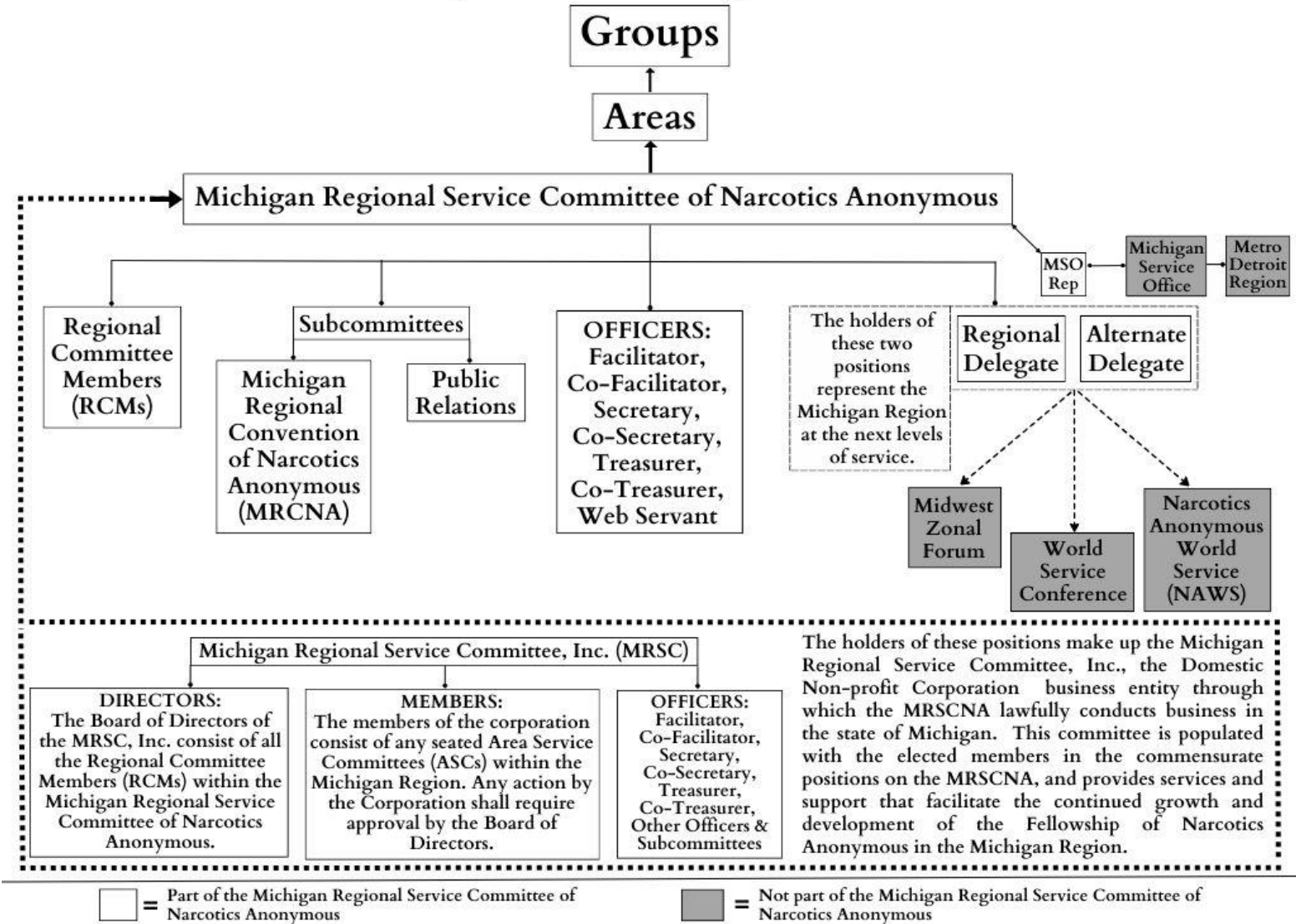
1. Air Transportation:
 - a. All travel will be ticketed in coach class.
 - b. Try to make reservations far enough in advance to obtain an economical ticket.
2. Ground Transportation:
 - a. Members will utilize the most economical form (shuttle bus, taxi, local NA member) from the airport to their lodging accommodations and for required travel within the meeting venue.
3. Hotel Accommodations:
 - a. Members will stay at the event hotel in the case of World Service or Region Service travel.
 - b. If the event is not hosted at a hotel, the authorized traveler will find reasonably priced lodging that is located nearby.
4. Personal Expenses:
 - a. Copies, office supplies, and other items or actions that are necessary to the business at hand are authorized, and will be reimbursed by the Treasurer when they receive a receipt from the authorized traveler.
 - b. Meal reimbursement:
 - i. \$15 per meal is allocated for Regional members traveling for over 24 hours.
 - c. Members of the MRSCNA Administrative team (including RD, AD, Web Servant, and PR Chair, along with others at the discretion of the Board of Directors) may receive reimbursement of expenses as the Board of Directors determines to be just and reasonable. Expenses for reimbursement include travel and lodging, along with \$15/meal for service commitments exceeding 24 hours as needed.
5. Mileage Reimbursements

To keep up with the accepted standard and inflation, mileage will be reimbursed by the MRSCNA at the same per/mile rate indicated on the [IRS website](#).

APPENDIX

Appendix A - MRSCNA Organizational Chart

Appendix A - MRSCNA Organizational Chart



Appendix B - MRSC, INC. BYLAWS
(AMENDED 06/02/2019)

Article I. NAME

1.01 The name.

Of this organization shall be the Michigan Regional Service Committee, Inc., referred to as “MRSC” for the purposes of these By-Laws.

Article II. PURPOSE

2.01 The purpose.

Of this Corporation shall be to provide information and service to the public and members of the Fellowship of Narcotics Anonymous. This may be accomplished through the distribution of literature, the holding of conventions, and such ancillary activities as may make it possible to help carry the message of recovery from addiction as is found in the program of Narcotics Anonymous.

Article III. OFFICES

3.01 Principle Office.

The principle office of the Corporation for the transaction of business is located at: 726 Livernois, Ferndale, MI 48220.

3.02 Change of Address.

The Board of Directors may change the principal office from one location to another. Any change of this location shall be noted by the Secretary on these By-Laws opposite this section or this section may be amended to state the new location.

Article IV. MEMBERSHIP

4.01 Members.

The members of the Corporation shall consist of any seated Area Service Committees within the Michigan Region. Any action by the Corporation shall require approval by the Board of Directors.

Article V. DIRECTORS

5.01 Number, Term and Qualifications.

The Board of Directors of the Corporation shall consist of all the Regional Committee member (“RCM”) within the Michigan Region of Narcotics Anonymous. All of the RCM’s for each ASC within the Michigan Region of narcotics Anonymous shall serve on the Board until the expiration of their terms as RCM. All currently elected as RCM’s from seated Areas within the Michigan Region shall be qualified as Board of Directors.

5.02 Election.

The first Board of Directors of the Corporation shall consist of those persons named in its Charter. Thereafter, the Board of Directors of the Corporation shall consist of all the RCM’s for each of the ASC’s within the Michigan Region of Narcotics Anonymous as shall exist from time to time.

5.03 Powers and Duties.

Subject to the limitations of the Charter, these By-Laws and Michigan law, all corporate powers shall be exercised by and under the authority of the Board of Directors, and the management and affairs of the Corporation shall be controlled by the Board of Directors.

Without prejudice to these general powers, and subject to the same limitations, the Directors shall have the power to:

- (a) Select and remove all officers, agents, and employees of the Corporation, prescribe any powers and duties for them that are consistent with Michigan law, with the Charter, and with these By Laws, and fix their compensation, if any.
- (b) Change the principal executive office in the State of Michigan from one location to another; cause the Corporation to be qualified to do business in any other state, territory, dependency, or country and conduct business within or outside the State of Michigan for the holding of any meeting or meetings, including annual meetings.
- (c) Adopt, make, and use a corporate seal.
- (d) Borrow money and incur indebtedness on behalf of the Corporation and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.
- (e) All actions of the Board of Directors shall be guided by the Twelve Traditions of Narcotics Anonymous and MRSC guidelines. (See addenda (A) and (B))

5.04 Compensation and Reimbursement of Expenses.

Directors shall serve without compensation, but may receive such reimbursement of expenses as the Board of Directors determines by resolution to be just and reasonable.

Article VI. OFFICERS

6.01 Number.

The officers of the Corporation shall consist of a Chairperson, a Secretary, a Treasurer, a Co-Chairperson, a Co-Secretary, a Co-Treasurer, a Regional Delegate ("RD"), Alternate Delegate ("AD"), and other officers as the Board of Directors may from time to time elect.

6.02 Election and Term.

The officers of the Corporation shall be elected annually by the Board of Directors. Such elections may be held at any meeting of the Board. Each officer shall hold office until his/her death, resignation, retirement, removal, disqualification, or until her/his term of office has expired. The Board may elect and may authorize any other officers that the Corporation may require. Each officer so elected shall have the title, hold office for the period, have the authority, and perform the duties specified in these By-Laws or determined by the Board, provided, that no officer shall serve a single term of more than one (1) year without re-election.

6.03 Removal and Resignation.

Any officer or agent elected or appointed by the Board of Directors may be removed by the Board only with cause. Any officer may resign at any time by giving written notice to the Corporation. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice the resignation need not be accepted to be effective.

6.04 Vacancies in Office.

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these By-Laws for regular appointments to that office.

6.05 Chairperson.

The Chairperson shall be the chief executive officer of the Corporation and shall in general, subject to the control of the Board of Directors, oversee the affairs of the Corporation. The Chairperson shall perform all duties incident to the office and such other duties as may be required by law, the Articles of Incorporation, or these By-Laws. The Chairperson shall in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which from time to time may be authorized by the Board of Directors.

6.06 Co-Chairperson.

The Co-Chairperson, unless otherwise determined by the Board of Directors, shall in the absence of disability of the Chairperson, perform the duties and exercise the powers of that office. In addition the Co-Chairperson shall perform such other duties and shall have such other powers as the Board of Directors shall prescribe.

6.07 Secretary.

Book of Minutes.

The Secretary shall keep or cause to be kept, at the Corporation's principal office or such other place as the Board of Directors may direct, a book of minutes of all meetings, proceedings and actions of the Board of Directors. The minutes of meetings shall include the time and place that the meeting was held, and the names of those present at the Board meetings. The Secretary shall keep or cause to be kept, at the principal office in Michigan, a copy of the Articles of Incorporation and By-Laws, as amended to date.

6.08 Treasurer.

(a). Book of Records

The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions. The Treasurer shall send or cause to be given to the Directors such financial statements and reports as are required to be given by law, by these By-Laws, or by the Board of Directors at all reasonable times.

(b). Deposit and Disbursement of Money and Valuables.

The Treasurer shall deposit or cause to be deposited all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate, shall disburse the Corporation's funds as the Board may order, shall render to the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation, and shall have such other powers and perform such other duties as the Board or the By-Laws may prescribe.

(c). Bond

If required by the Board, the Treasurer shall give the Corporation a bond in the amount and with the surety or securities specified by the Board for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer on his or her death, resignation, retirement, or removal from office.

6.09 Co-Secretaries and Co-Treasurers.

The Co-Secretary and Co-Treasurer shall, in the absence or disability of the Secretary or Treasurer, respectively, perform the duties and exercise the powers of those offices and shall, in general, perform such other duties as shall be assigned to them by the Secretary or the Treasurer, respectively, or the Chairperson or the Board of Directors.

6.10 Other Officers.

The duties of other officers elected by the Board of Directors in Section (6.02) above shall be as prescribed by the Board of Directors from time to time.

Article VII. MEETINGS OF DIRECTORS

7.01 Meetings

An annual meeting of the Board of Directors shall be held in February of each year for the purpose of electing officers and to transact such other business as comes before the meeting. In addition, the Board of Directors may provide, by resolution, the time and place for the holding of additional regular meetings. Regular meetings of the Board may be held at any place within the State of Michigan that has been designated from time to time by resolution of the Board of Directors.

7.02 Special Meetings.

Special meetings of the Board of Directors may be called by or at the request of the Chairperson and any two (2) Directors. Such special meetings of the Board of Directors shall be held within the State of Michigan at a time and location as shall be agreed upon by a majority of the Directors entitled to vote thereat.

7.03 Notice of Meetings.

Regular meetings of the Board of Directors may be held without notice.

The person or persons calling a special meeting of the Board of Directors shall, at least ten (10) days before the meeting, give notice thereof by any usual means of communication. Such notice shall specify the purpose for which the meeting is called.

7.04 Waiver of Notice.

Any Director may waive notice of any Directors' meeting held without proper call or notice, either before or after the meeting is held.

Attendance by a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting from the purpose of objection to the transaction of any business because the meeting is not lawfully called.

If any Director, who does not attend a special call meeting, feels insufficient notice was given, a written objection must be filed with the Secretary of the Corporation. Failure to do so promptly will constitute agreement with any action taken at the meeting.

7.05 Quorum.

A quorum shall consist of a simple majority of active Member Areas. If a Member Area is not represented at two (2) consecutive regularly scheduled Board of Directors meetings, it shall be accorded "inactive" status for the sake of quorum. Active status shall be returned upon said Area attending a Board of Directors meeting. A quorum must be reached and maintained for the Directors to conduct business.

Article VIII. SUBCOMMITTEES

8.01 Creation of Subcommittees.

The Board of Directors may from time to time, consistent with the guidelines of the MRSC create such subcommittees as necessary to carry out the business of the Corporation.

8.02 Authority of Subcommittees.

Any such subcommittee shall have the authority of the Board of Directors to carry out its responsibilities as outlined in the MRSC guidelines. No subcommittee, regardless of any resolution by the Board of Directors to the contrary, may:

- (a). Fill vacancies on the Board;
- (b). Fix compensation of the Directors for serving on the Board or on any subcommittee;
- (c). Amend or repeal By-Laws or adopt new By-Laws;
- (d). Amend or repeal any resolution of the Board;
- (e). Create any other subcommittee of the Board or appoint the members of subcommittees of the Board;
- (f). Approve any contract or transaction to which the Corporation is a party and in which one or more of its Directors has a material financial interest.

8.03 Administrative Committee.

The Administrative Committee shall consist of the officers of the Corporation who shall have and may exercise the management of its affairs, to the extent provided in the resolution of the Board of Directors creating such Administrative Committee except as limited by (8.02) above, such powers of the Board of Directors as can be lawfully delegated to the Board.

8.04 Other Subcommittees.

All other subcommittees shall have such functions and may exercise such powers of the Board of Directors as can lawfully be delegated and to the extent provided in the resolution or resolutions creating such subcommittee(s) except as limited by (8.02) above.

8.05 Other Subcommittee Officers.

Subcommittee Chairpersons shall be elected by the Board of Directors. Subcommittee Co-Chairs, Secretaries, and Treasurers shall be elected by the members of each subcommittee, with the Co-Chairpersons to be submitted for approval by the Board of Directors.

8.06 Meetings.

Each subcommittee shall establish rules and regulations for its meetings, that are consistent with MRSC guidelines and these By-Laws and meet at such times and places as it deems appropriate, provided that a reasonable notice of all meetings of the subcommittee shall be given to the membership.

8.07 Vacancies.

All Subcommittee vacancies shall be filled in accordance with (8.05) above.

8.08 Ad-Hoc Subcommittees.

Ad-Hoc subcommittees for a specific purpose or purposes may be designated from time to time by the Chairperson of the Board of Directors in accordance with MRSC guidelines.

8.09 Minutes.

Each subcommittee shall keep regular minutes of its proceedings and report the same to the Board from time to time as the Board may require.

Article IX. INDEMNIFICATION

9.01 Indemnification in General.

Any person who at any time serves or has served as a Director, officer, employee or agent of the Corporation, or in such capacity at the request of the Corporation for any other corporation, partnership, joint venture, trust or other enterprise, shall be indemnified by the Corporation to the fullest extent permitted by law (but only to the extent not paid or reimbursed by insurance or any other third party) against:

- (a). +All expenses, including attorney’s fees, actually and necessarily incurred by such person in connection with any threatened, pending or completed action, suit or investigative and whether civil, criminal, administrative, or investigative and seeking to hold such person liable by reason of the fact of such capacity or the fact that such person is or was in action in such capacity;
- (b). All payments made by such person in satisfaction of any judgment, money decree, fine, penalty or settlement for which such person may have become liable in any such action, suit or proceeding. To the fullest extent permitted by law (but only to the extent not paid or reimbursed by insurance or any other third party) and when authorized by vote of a majority of the disinterested Directors, the Corporation may pay expenses incurred by a Director, officer, employee or agent of the Corporation in defending a civil or criminal action, suit or proceeding in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of the Director, officer, employee or agent to reimburse the Corporation for such amount if it shall ultimately be determined that such person is not entitled to be indemnified by the Corporation against such expenses. Notwithstanding the foregoing provisions of this Section 9.01 of Article IX, the Corporation shall not indemnify or agree to indemnify any person against expenses or other liabilities incurred by such person on account of any activities or omissions if:
 - (a). Such activities were not taken or such omissions were not made in good faith;
 - (b). Such actions or omissions were at the time taken or made, as may be applicable, known or believed by such person to be clearly in conflict with the best interests of the Corporation, nor shall the Corporation indemnify or agree to indemnify such person, incident to any criminal action or proceeding, with respect to actions or omissions of such person which such person had reasonable cause to believe were unlawful. Any person entitled to indemnification under this Article IX of these By-Laws shall be entitled to recover all costs and expenses incurred in enforcing his / her rights hereunder.

9.02 Action by Board of Directors.

Except as provided below, the Board of Directors of the Corporation shall, by vote of a majority of the disinterested Directors, take all such action as may be necessary and appropriate to authorize the Corporation to pay any indemnification required by these By-Laws, including, without limitation, making a good faith evaluation of the manner in which the claimant for indemnity acted or failed to act and of the reasonable amount of any indemnity due such person. Notwithstanding the foregoing, however, if a majority of the Directors shall not be disinterested with respect to an indemnification claim made hereunder, the adversely interested party shall be required to prove that the transaction is just and reasonable to the Corporation. The termination of any action, suit, appeal or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner known or believed by such person not to be in or opposed to the best interests of the Corporation and, with respect to any criminal action or proceeding, shall not create the presumption that such person had reasonable cause to believe such conduct was unlawful.

9.03 Insurance.

The Board of Directors may authorize the Corporation to purchase and maintain insurance on behalf of any person who at any time serves or has served as a Director, officer, employee or agent of the Corporation, or is or was serving in such capacity at the request of the corporation for any other corporation, partnership, joint venture, trust or other enterprise, against liability asserted against such person and incurred by such person in any such capacity or arising out of such person’s status as such or acts in such capacity, whether or not the Corporation would have

had the power to indemnify the person against such liability under the provisions of these By-Laws.

9.04 Indemnified Individual.

Any person who at any time after the adoption of these By-Laws serves or has served as a Director, officer, employee or agent of the Corporation or serves or has served in such capacity at the request of the Corporation for any other corporation, partnership, joint venture, trust or other enterprise shall be deemed to be doing or to have done so in reliance upon, and as consideration for, the right of the indemnification provided herein. Such right shall inure to the benefit of the legal representatives of any such person and shall not be exclusive of any other rights to which such person may be entitled apart from this Article IX of these By-Laws.

Article X. CONTRACTS, CHECKS, AND DEPOSITS

10.01 Contracts.

The Board of Directors may authorize any officer(s) or agents(s) to enter into any contract or execute and deliver any instrument on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent or employee shall have the power or authority to bind the Corporation by any contract of engagement or to pledge its credit to render it liable pecuniary for any purpose or in any sum.

10.02 Checks and Drafts.

All checks, drafts or other orders for the payment of money issued in the name of the Corporation shall be signed by such officer(s) or agent(s) of the Corporation and in such a manner as shall from time to time be determined by resolution of the Board of Directors.

10.03 Deposits.

All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such depositories as the Board of Directors shall direct.

Article XI. RECORDS AND REPORTS

11.01 Maintenance of Corporate Records.

The Corporation shall cause to be kept:

- (a) Adequate and correct books and records of account;
- (b) Minutes in written form of the proceeding of its Board of Directors and subcommittees of the Board.

All such records shall be kept by the Secretary of the Corporation at the Corporation's principal office.

11.02 Inspection of Charter and By-Laws.

The Corporation shall keep at its principal office the original copy of its Charter and By-Laws as amended to date, which shall be open to inspection by the officers and Directors at all reasonable times during office hours.

11.03 Inspection by Directors.

Every Director shall have the absolute right to any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Corporation and each of its subsidiary corporations, if such exists. The inspection by a Director may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

11.04 Annual Report and Financial Statement.

The Board will provide for preparation and submission to members a written annual report, including a financial statement. Such report shall summarize the Corporation's activities for the preceding year; the financial statement shall consist of a balance sheet as of the close of business of the Corporation's fiscal year, contain a summary of receipts and disbursements, be prepared in such manner and form as is sanctioned by sound accounting practices and may be certified by a public accountant.

Article XII. PROHIBITION AGAINST SHARING PROFITS OR ASSETS

- 12.01** No Director, officer, employee or other person connected with the Corporation, or any other private individual, shall receive at any time, the net earnings or pecuniary profit from the operations of the Corporation, provided that this provision shall not prevent payment to any such person of reasonable compensation for the services rendered or expenses incurred to or for the Corporation affecting of its purposes as shall be fixed by resolution of the Board of Directors.

Article XIII. AFFILIATION WITH OTHER ORGANIZATIONS

- 13.01** This Corporation is a service entity which serves a function within the society of an organization known as Narcotics Anonymous. In so doing, it endorses the aims, goals and purposes of that organization, and in fact, by special endorsement in this article, it operates under the guidelines of the "Twelve Traditions" as espoused by the Narcotics Anonymous society.
- 13.02** All Directors and officers of this Corporation shall be and are subject to and will abide by the principles of the "Twelve Traditions" of the Narcotics Anonymous Society as set forth in the pamphlet identified and entitled as "Narcotics Anonymous" and shall further abide by motions adopted at each Michigan Regional Service Committee ("MRSC") meeting and implement decisions reached by the MRSC as they pertain to operation of this Corporation.

Article XIV. GENERAL PROVISIONS

- 14.01 Fiscal Year.**
The fiscal year of the Corporation shall be the year ending January 31st, unless otherwise determined by the Board of Directors.
- 14.02 Effective Date of the By-Laws.**
These By-Laws shall become effective upon their adoption. Amendments hereto shall become effective immediately on their adoption unless the Board of Directors in adopting them as hereinafter provided, provide that they are to become effective at some other date.
- 14.03 Amendments.**
Except as otherwise provided herein or by law, these By-Laws may be amended or repealed and new By-Laws may be adopted by the affirmative vote of a majority of the Directors then holding office at any regular or special meeting of the Board of Directors, as prescribed by MRSC guidelines.

Appendix C - MRSC, INC. ARTICLES OF INCORPORATION
(Original - December 2nd, 1993, on file with LARA)

Article I.

The Name of the Corporation is Michigan Regional Service Committee, Inc.

Article II

The principle office of the Corporation for the transaction of business is located at: 726 Liver, Ferndale, MI 48220. The registered agent at the office is: (name of current recording secretary of RSC).

Article III.

The purpose of this Corporation shall be to provide information and services to the public and members of the Fellowship of Narcotics Anonymous. This may be accomplished through the distribution of literature, the holding of conventions, and such ancillary activities as may make it possible to help carry the message of recovery from addiction as is found in the program of Narcotics Anonymous.

Article IV.

1. The Corporation is organized upon a non stock basis.
2.
 - a. The personal property assets are none.
 - b. Value and description is none.
 - c. The Corporation is to be financed under the following general plan: Donations from area service committees, groups and/or individual members of Narcotics Anonymous. Fund-raisers, conventions, and various activities.
 - d. The Corporation is organized on a membership basis.

Article V.

Names and addresses of incorporators will be those Area Service Representatives in office at time of filing.

Article VI.

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in Article Third hereof. No part of the activities of the corporation shall participate in, or intervene in (including the publishing or distribution of or statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on, (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article VII.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 © (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Appendix D -Memorandum of Financial Responsibility

MICHIGAN REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS MEMORANDUM OF FINANCIAL RESPONSIBILITY

I, _____, a trusted servant of the fellowship for the Michigan Region of Narcotics Anonymous, agree to properly and safely use any money or other assets entrusted to me by the fellowship of NA. I agree to use fellowship money or other assets only as directed by the fellowship of NA. I agree that if I misappropriate or misuse fellowship money or other assets because of my personal negligence or dishonesty, I will accept full responsibility for their replacement. While in service at any time, or if I am removed from service or leave service, I agree to promptly turn over any Fellowship money, assets, records, or any other fellowship property. I have agreed to follow and adhere to the MRSC Financial Responsibility Policy as outlined on the Financial Responsibility Addendum.

Signed _____
(Trusted Servant)

Date: _____

Print name: _____

Received By: _____
(MRSCNA Secretary)

Date: _____

This document was created to implement the MRSCNA Financial Responsibility Policy. The MRSC has adopted guidelines and operational policies, which apply to and shall guide the conduct of our NA Trusted Servants. Current Copies of these documents are available on request. This agreement shall be held in the MRSCNA Archives.

Document Change Management