STATEMENT: AS QUOTED FROM THE PREAMBLE OF THE TWELVE TRADITIONS

OF N. A ----- ........................................ 3

ARTICLE 1  NAME  ............... 3

ARTICLE II -- PURPOSE  ............ 3-4

ARTICLE III MEMBERS  ............ 4-5

ARTICLE IV TRUSTED SERVANTS  ........ 5 – 6

ARTICLE V MEETINGS ............... 6 – 7

ARTICLE VI VOTING  ............ 7 – 9

ARTICLE VII OFFICERS  ............ 9

ARTICLE VIII ELECTIONS  ............ 10 – 11

ARTICLE IX DUTIES OF OFFICERS  ............ 12-17

ARTICLE X QUALIFICATIONS OF OFFICERS  ..... 17-24

ARTICLE XI SUB-COMMITTEES ............ 24-27

ARTICLE XII ASSOCIATED SERVICE-COMMITTEES  ..... 28

ARTICLE XIII ADMENDMENT OF GUIDELINES  ..... 28

ARTICLE XIV PARLIAMENTARY AUTHORITY  ..... 29

ARTICLE XV DISBURSTMENT OF D.E.A.S.C.N.A. FUNDS  ..... 29
This Committee will endeavor not only to safeguard our traditions, but act in a manner to perpetuate their usage. It will be ever incumbent upon this Committee to be responsible to those they serve; promote unity within Narcotics Anonymous (N.A.); support with all resources the Fifth (5th) Tradition, and to maintain anonymity, within the effort. It will not, in the exercise of its autonomy, deliberately adversely affect narcotic Anonymous or any other N.A. Ares of Service Committee. It will endeavor to encourage the groups within its boundaries to provide an atmosphere of N.A. recovery and actively encourage the members of those groups to become fully participating through support of N.A. service boards, offices, center sub-committees and committees “that no addict, seeking recovery, need ever die.”

“We keep what we have only with vigilance, and just as the freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well”

The name of this Committee shall be the Detroit East Area Service Committee of Narcotics Anonymous (D.E.A.S.C.N.A.). For the purpose of these guidelines the Detroit East Area Service Committee of Narcotics Anonymous shall be referred to as “Committee”

The purpose of this Committee shall be to administer and coordinate the business and activities common to the welfare of the Narcotics Anonymous Groups located in the cities of Detroit, The Grosse Pointes, Hamtramck and Harper Woods, within the boundaries of Chrysler Expressway and East Grand Boulevard on the west, Macomb County on the east; Eight Mile Rd. on the north and the Detroit River and Lake St. Clair on the south; to support the general needs of these groups as a link between these groups and the Metro Detroit Region Service Committee of Narcotics Anonymous (M.D.R.S.C.N.A.) and the World Service Conference of Narcotics Anonymous (W.S.C.N.A.) and to maintain the Twelve Traditions of Narcotics Anonymous. For
the purpose of these guidelines, term “Narcotics Anonymous Groups” shall be defined as stated in the approved service manual of Narcotics Anonymous.

Section 2

The Committee shall be limited to such purposes as will qualify it as an exempt organization under section 501(C)3 of the Internal Revenue Code of 1954 or corresponding provision of any subsequent federal tax law, including, for such purpose, the making of distributions to organizations that qualify as tax exempt organizations under the code.

Section 3

This Committee shall have and exercise all rights and powers conferred on unincorporated rights association generally under the laws of the state of Michigan providing, however, that the Committee is not empowered to engage in any activity which is not of itself in furtherance of its purpose as set forth in Sections 1 and 2 of this Article, nor is it empowered to engage in any activity mentioned in Section 4 of this Article.

Section 4

No part of the net earnings, properties, or assets of this Committee shall inure to the benefit of any private person or individual or any member or officer of the Committee, on dissolution or otherwise; and on liquidation or dissolution, all properties and assets of this Committee remaining after payment of or provision for all debts and obligations shall be distributed and paid over to the member areas of the Metro Detroit Region Service Committee of Narcotics Anonymous.

Section 5

For the purpose of carrying out its objectives and purpose, the Committee may acquire, receive, and hold in its name, by purchase, gift, grant, or bequest, any real or personal property, and transfer, sell, mortgage, convey, lit, or otherwise use the same subject to and in accordance with these guidelines and any guidelines hereafter adopted, consistent with the purpose for which the Committee is formed in accordance with the Twelve Traditions of Narcotics Anonymous.

ARTICLE III
MEMBERS

Section 1

This Committee shall have two (2) classes of members only, that of voting and non-voting. Only voting members shall have voting rights. No person shall hold more than one membership in a class or combination thereof.
ARTICLE IV
TRUSTED SERVANTS

The services handled by “Trusted Servants” free the Narcotics Anonymous member groups to focus on their primary purpose, that of carrying the message of recovery to still suffering addicts, and provide the personal services that are the trademark of Narcotics Anonymous.

Section 1

Trusted Servant:
Majority elected members (G.S.R.s & etc.) entrusted with authority by their respective member groups or the Committee (sub-committee Chairperson, Regional Committee Member (R.C.M.) & etc.) may be defined as voting members elected by the member groups or the Committee as representatives to do the work of the Committee.

Section 2

The duties of trusted servants are two-fold in that they represent the member groups and are also members of the Committee or represent the Committee and are also members of an associated service committee and shall include.

A. Decision making on what general administrative issues and related personal services shall be handled by the Committee (requiring the vote of the trusted servant as a representative of the Committee) and which shall be referred to the member groups for group conscience (a majority vote of the members of the group which requires that the trusted servant (T.S.) vote at the Committee as directed by consultation with the group).
B. Inform the member groups on a regular basis of the actions they have taken in conducting their responsibilities for the Committee and in behalf of the member groups.

C. Decision making on what general administration issues and related personal services shall be handled by the service committee on which they serve (requiring the vote of the trusted servant as a representative of that service Committee) and which shall be referred to the Committee (A.S.C.). For area conscience [a majority vote of the Committee which requires that the T.S. vote at the service committee on which they serve as directed by consultation with the Committee].

D. Inform the Committee on a regular basis of the actions they have taken in conducting their responsibilities as a member for another service committee and in behalf of the Committee.

Section 3

Qualifications for trusted servants shall include some and/or all of the qualifications for officers as listed in Article X of this document. The dual natures of authority and responsibility entrusted by member groups and the Committee to trusted servants require careful consideration of these qualifications when electing trusted servants.

SECTION V

ARTICLE V

MEETINGS

Section 1

The regular meeting of this Committee shall be held no less than monthly on a regular basis at the convenience of the Committee.

Section 2

The regular meeting in February shall be known as the Annual Conference meeting and shall be for the purpose of electing officers as provided in Article VIII, Section 3 of these guidelines, receiving reports from officers and any other business that may arise.

Section 3

One third (1/3) of the voting members shall constitute a quorum. If a quorum has been established, the Committee shall remain in session, regardless of the number of the voting members, until the Committee decides to adjourn. If a quorum is not established the Committee will meet in a non-official capacity and all ratified business will be placed at the top of the agenda for vote at the next regular meeting at which a quorum is established. If a member group is not represented at two (2) consecutive regularly scheduled D.E.A.S.C.N.A. meetings it shall be
accorded “inactive” status for the sake of quorum computation at the third meeting. Active status shall be returned to said group upon attending a D.E.A.S.C.N.A. meeting.

Section 4

By means of written or oral communications or upon written request to the Chairperson of one third (1/3) of the voting members of the Committee a special meeting may be called by the Chairperson. The purpose of the meeting shall be stated in the call. No business other than that mentioned in the call will be conducted. Notice shall be given to the Committee at least ten (10) days in advance of the special meeting.

ARTICLE VI
VOTING

Section 1

Any group whose membership is in the Detroit East Area Service Committee of Narcotics Anonymous (D.E.A.S.C.N.A.) shall have one (1) vote accorded to its Group Service Representative (G.S.R.). Or to its Group Service Representative Alternate (G.S.R. Alt.) or Group Appointed Designee (G.A.D.).

Section 2

Procedure
A. Only G.S.R.s or G.S.R. Alt. Shall be allowed to vote at D.E.A.S.C.N.A. meetings; or in the absence of two prior stated classifications, a Group Appointed Designee (G.A.D.)
B. Chairperson shall (at the Chairpersons discretion) vote on These occasions only:
   1. To break the tie
   2. To create a tie in instances of a (1) vote majority when there are less than fifty (50) percent of the member groups voting
C. All voting shall be determined by simple majority of yes and no votes given by G.S.R’s, or Alt’s or G.A.D’s present and voting.
Section 3

Making a Motion

All motions that are to be brought before the DEASCNA must be submitted in writing. The Chair may allow all motions to be made without being writing such as motions for approval of minutes, motions to override the chair or motions for recesses. Each motion should have a written intent. Each motion should contain information about its time frame, “when it takes effect and/or expires. Any motion that does not have such information ‘included will be considered to take effect upon passage and to be permanent. Anyone making a motion should be prepared to answer questions about it. All motions should be given to the Chair or Secretary as early in the meeting as possible.

A. The following type of motions discussed, assigned a number by the secretary, be sent to the groups for a group conscience vote, and voted upon at the next regularly scheduled meeting during the Old Business portion of the Agenda.
   1. Guideline changes
   2. Motions from the Regional Service Committee
   3. Motion from the World Service Committee
   4. Motion referred to the groups by a simple majority of the group’s presence.
   5. All motions concerning the distribution of money, except the payment of financial obligations of the area as defined in section XV

B. The following trusted servants may make motions: (All motions shall be written and accompanied with intent.):
   1. Chairperson
   2. Vice-Chairperson
   3. Secretary
   4. Vice-Secretary
   5. Treasurer
   6. Vice-Treasurer
   7. Regional Committee Member (R.C.M.) or Regional Committee Member Alternate (R.C.M. Alt.)
   8. Group Service Representative (G.S.R.) or Group Service Representative Alternate (G.S.R. Alt.) or a Group Appointed Designee (G.A.D.)
   9. Chairperson, or in the absences of the Chairperson, Vice Chairperson of Sub-committees of D.E.A.S.C.N.A
   10. Michigan Service Office Board Representative (M.S.O.) Board Rep
   11. Chairpersons or Vice-Chairperson of d-Hoc or Special Committees.
Section 4

Discussion of Motions:
A. All N.A. members in attendance at the D.E.A.S.C.N.A. meeting shall have the right to participate in discussion. (Members must be recognized by the Chairperson before speaking and comments should be directed to the Committee as a whole)
B. Motions brought to the floor shall be generally limited to presentation of no more than three (3) pros and three (3) cons before voting.

ARTICLE VII
OFFICERS

Section 1

The officers of this committee shall consist of:
1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Vice-Secretary
5. Treasurer
6. Vice-Treasurer
7. Regional Committee member (R.C.M.) or Regional Committee Member Alternate
8. Group Service Representative (G.S.R.) or Group Service Representative Alternate (G.S.R. Alt.) or a Group Appointed Designee (G.A.D.)
9. Chairperson, or in the absence of the Chairperson, Vice-Chairperson of Sub-Committees of D.E.A.S.C.N.A.
10. Michigan Service office Board Representative (M.S.O. Board Rep)
11. Chairperson or Vice-Chairperson of Ad-Hoc or Special Committees.

Section 2

No officer or administrative member of this Committee shall hold more than one (1) office at a time, be a voting member of the Committee, or be eligible to serve more than two (2) terms consecutively in the same office.
ARTICLE VIII
ELECTIONS

Section 1

Officers shall be elected by service ballot to serve for one (1) year. Term of office be commence at the start of the next regularly scheduled meeting following the meeting at which they were elected as specified in Section 3 of this Article. In cases of vacancies created prior to the end of the term, replacement officers shall be elected to fill the vacancy through the end of the term as specified in Section 3 of this Article.

Section 2

An election to fill any office addressed in these guidelines shall be done by this Committee’s voting members (G.S.R.s). Nominations shall be sought through member groups. Notice of intent to fill a vacancy shall be given at the regular meeting prior to any elections. Elections for any office will continue among nominees until one name has a majority of votes cast.

Section 3

The schedule for election of trusted servants is to be as follows:

A. Officers to be elected in February (one (1) month prior to elections notice of vacancies open for nominations shall be given. See section 2 of this Article):
   1. Chairperson
   2. Vice-Chairperson
   3. Secretary
   4. Vice-Secretary
   5. Treasurer
   6. Vice-Treasurer
   7. Regional Committee Member (R.C.M.)
   8. Regional Committee Member Alternate (R.C.M. Alt.)
   9. Sub-Committee Chairpersons

B. Officers to be elected in December of odd years (one (1) month prior to elections notice of vacancies open for nominations shall be given.

   See section 2 of this Article):

   1. Michigan Service Office Board Representative (M.S.O. Board Rep.)
   2. Woman’s Day Committee Chair
Section 4
The Vice and Alternate positions will be automatically placed in nomination upon the vacancy of the respective officers they serve under.

Section 5
A vacancy in an office, as provided in Section 1 of this Article, shall occur from one (1) or more of the following:

A. Resignation
B. Relapse
C. Two (2) consecutive absences of regular Committee meetings without submitting a written report as stipulated in Article IX or without a prearranged substitute representative to give the report;
D. By agreement of two-thirds (2/3) of the voting members of the Committee;
E. After proper elections procedures the position remains vacant.

Section 6
Filling Vacant Offices:
In the event of such a vacancy an election, as provided in Section 1 of the Article, shall be held to fill the vacancy. In the case of vacancy in the office of Chairperson, the Vice-Chairperson shall assume the duties of the office of Chairperson. In the case of a vacancy in the office of the Regional Committee Member the R.C.M. Alternate shall assume the duties of the representative until the start of the regular meeting following the election of that officer. In the case of vacancy in the Secretary or Treasurer positions, the Vice-Secretary and Vice-Treasurer shall assume the duties of the representative until the start of the regular meeting following the election of those respective officers. In case of a vacancy in an office other than those referred to in the first paragraph of this Section, the Chairperson shall fill that vacancy by appointment. The duration of such an appointment shall be no longer than three (3) months or the time required to fill the vacancy by election, whichever is less. In considering that appointment, the Chairperson will solicit recommendations from the sub-committee and or the Committee and will give priority to their judgment.

Section 7
In the event of one (1) nominee running for officer, that nominee must be elected by two-thirds (2/3) majority of the voting members present, with those members equaling at least fifty (50) percent of the active groups.

Section 8
Officers elected to fill a vacancy for a term of less than six (6) months shall not lose the ability to serve two (2) full regular terms.
ARTICLE IX
DUTIES OF OFFICERS

Section 1
Experience has taught us that the more diverse our service expertise within the fellowship, the better we are able to focus our efforts upon our primary purpose and the more adequately we are able to serve. Therefore, we encourage Detroit East Area trusted servants, especially the officers of the Committee, through volunteering themselves for sub-committees or group service, to participate in other capacities within our service structure. We also, in order to gain more participation, a wider conscience, and to acquire a broader base of experience to provide a concentrated effort to fulfill our primary purpose, request that the officers of the Detroit East Area adhere to the principle of one (1) service position per member.

In respect to continuity, growth and the importance of our message, the Vice, or Alternate positions are learning positions and as such are the essence of the continuous growth of Narcotics Anonymous. This continuous growth is dependent upon trusted servants preparing Vice or Alternates to fill the positions they serve under or other positions within the Committee’s structure, and on the outgoing trusted servants going into affiliate or different positions within the service structure. This allows our fellowship the advantage of members gaining experience, while also retaining experienced members to share their knowledge and encouragement. Therefore, one should accept the position of Vice or Alternate with the understanding that they imply a minimum two (2) year commitment and that upon election a two (2) year commitment is anticipated by the fellowship as stipulated in Section 4 of Article VIII.

Section 2
Chairperson:

It is the duty of the Chairperson to:

A. Compile a Pre-arranged Agenda to be distributed to the Detroit East Area Service Committee of Narcotics Anonymous participants for ideas, input and motions at meetings.

B. Preside over all meetings of the Detroit East Area Service Committee of Narcotics Anonymous

C. Maintain lines of communication between the Detroit East Area Service Committee of Narcotics Anonymous and member groups through the year

D. Open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present

E. Announce in proper sequence the business that comes before the Committee or becomes the business of the Committee in accordance with the prescribed order of business, agenda or program, and with existing orders of the day.
F. Recognize members who are entitled to the floor.

G. **State and put to vote all questions that legitimately come before the Committee** as motions or that otherwise arise in the course of proceedings except questions that relate to the Chairperson, and to announce the results of each vote; or, if a motion that is not in order is made, to rule it is out of order.

H. **Protect the Committee** from obvious frivolous or dilatory motions by refusing to recognize them.

I. **Enforce the rules** relating to debate and to order decorum within the Committee.

J. ** Expedite business** in every way while considering the right of voting Committee.

K. **Decide all questions of order,** subject to appeal unless, when in doubt, the Chairperson prefers to submit such a question to the Parliamentarian or the Committee for decision.

L. **Respond to inquiry by members** relating to parliamentary procedure or factual information on the business of the Committee.

M. **Authenticate by the Chairperson’s signature,** when necessary, all acts, orders, and proceedings of the Committee, including the minutes.

N. **Declare the meeting adjourned** when the Committee so votes or where applicable.

O. **Arrange** the Agenda for each meeting.

P. **Conduct** the general correspondence of this Committee.

Q. Be a co-signature of the Committee’s bank account (s).

R. Sign all certified copies of acts of the Committee.

S. Make and submit a written report of the office of the year’s work at the annual conference meeting.

T. Be an ex-officio non-voting member of all sub-committees.

U. Appoint all special, ad-hoc or select sub-committees.

**Section 3**

**Vice-Chairperson:**

It is the duty of the Vice-Chairperson to:

A. In the absent of the Chairperson, to serve as Chairperson.

B. Coordinate the functions of the sub-committees.

C. Be a co-signature of the Committee’s bank account (s).

D. Make and submit a written report of the office of the year’s past work at the annual conference meeting.
E. Be and ex-officio, non-voting member of all sub-committees.

Section 4

Secretary:

It is the duty of the Secretary to:
A. In the absence of the Chairperson, Vice-Chairperson and Area Service Representative Region, to call the meeting to order and preside until the immediate election of a Chairperson Pro tempore.
B. Keep a record of all the proceedings of the Committee.
C. Keep in file all Committee reports, files and archives.
D. Keep the Committee’s official membership roll; and to call the roll, where it is required.
E. Make the minutes and records available to members upon request.
F. Keep all certified copies of acts of the Committee.
G. Keep and distribute all letterhead for the Committee.
H. Maintain record book (s) in which the guidelines, special rules of order, standing rules and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book (s) on hand at every meeting.
I. Send out to the membership, a notice of each special meeting known as the “call” of the meeting.
J. Conduct the correspondence of the Committee which is not a function to other offices, or to sub-committees.
K. Distribute to each officer and voting member copies of the minutes within ten (10) days following each meeting. In addition a copy shall be sent the Michigan Service and World Service Office of Narcotics Anonymous.

Section 5

Vice-Secretary:

It is the duty of the Vice-Secretary to:
A. Assist the Secretary with their responsibilities and to perform their duties in their absence or vacancy.
B. Assist the Secretary in compiling group and sub-committee reports, maintaining a second copy of the minutes from the previous meeting and cooperating with the printing and distribution of said minutes.
Section 6

Treasurer:

It is the duty of the Treasurer to:

A. Collect all donations from individuals, groups, areas or sub-committees and issue receipts for such donations. All funds collected are to be deposited the first business day after collection.

B. Be the custodian of the Committee’s funds, not entrusted to other officers, or sub-committees.

C. Make a co-signature account (s) for the Committee and be a co-signature of such an account.

D. Make a report of receipts disbursements at each regular meeting, with copies available for review.

E. Make a full financial report at the annual meeting to be audited.

F. Disburse funds, as necessary, to fulfill the purpose of the Committee, as directed by the conscience of the Committee.

Section 7

Vice-Treasurer

It is the duty of the Vice-Treasurer to:

A. Assist the Treasurer with their responsibilities and perform their duties in their absence or vacancy.

B. To be a co-signature on any bank accounts (s) for the Committee that the Committee deems necessary.

Section 8

Regional Committee Member (R.C.M.):

It is the duty of the Regional Committee Member to:

A. In the absence of both the Chairperson and Vice-Chairperson, serve as Chairperson.

B. Represent the Committee at each Metro Detroit Region Service Committee meeting. Non-attendance of two (2) consecutive meetings in one (1) year without an excuse or prior notification acceptable to the Committee shall be considered as automatic resignation.

C. Provide the Committee with the agenda for the next regular meeting of the Metro Detroit Region Service Committee one (1) area meeting prior to the meeting.
D. Work for the common welfare of Narcotics Anonymous by providing two-way communications between the Metro Detroit Region Service Committee and the Detroit East Area Service Committee.

E. Make and submit a written report of the officer of the year’s work (year-end report) at the February meeting.

F. Attend as many group service business meetings as possible.

G. Make and submit a written report to the assembly at each regular meeting covering the business of the previous Metro Detroit Region Service Committee meeting.

Section 9

Regional Committee Member Alternate (R.C.M. Alt.):

It is the duty of the Regional Committee Member Alternate to:

A. Assist the Regional Committee Member in the performance of their duties.

B. Perform the duties of the Regional Committee Member in their absence.

C. Duties of the R.C.M. Alt. are the same as for the R.C.M.

D. Present to the Committee a written and oral report as a supplement to the Regional Committee Representative Region report.

E. Attend the regularly scheduled meetings as possible.

F. Make and submit a written report of the office of the year’s work (year-end report) at the February meeting.

G. Attend the regularly scheduled Metro Detroit Region Service Committee meeting. Non-attendance of one (1) meeting or two (2) meetings in one (1) year without an excuse or prior notification acceptable to the Committee shall be considered as automatic resignation.

Section 10

Parliamentarian:

It is the duty of the Parliamentarian to:

A. Be a non-partial advisor to the Committee on questions of decorum; participating only in the capacity of advisor to the Chairperson in questions or order, submitted through the Chairperson, by the Chairperson or upon request of the Chairperson.

B. Determine and notify the Chairperson of the initial presence of a meeting quorum and the loss of such a meeting quorum.

C. Issue and collect secret or closed ballot votes and to tabulate and verify such votes, with another N.A. member and notify the Secretary and Chairperson of results.

Section 11

Sub-Committee Chairperson:

It is the duty of each Sub-Committee Chairperson to:

A. Attend all Detroit East Ares Service Committee of Narcotics Anonymous Meetings.

B. Present to the Committee a written and oral report of the activities of the sub-committee, including, but not limited to a financial report at each meeting.

C. Present budget request for the sub-committee.

D. Interact with other sub-committees and to attend such meetings as requested by the Committee.

E. Make and submit a written and oral report of the office of the year’s work (year-end report) at the February meeting.

F. Schedule meetings of the sub-committee.

G. Perform the duties of a Chairperson at the sub-committee meetings.

Selection of Trusted Servants:

The selection of trusted servants is one of significant importance. For the benefit of the individual, the group and the Committee, careful consideration should be given when selecting members to serve in our behalf. By adhering to clearly defined requirements, we are able to base our decisions on those characteristics (past completed involvement, experience, ability, commitment) which lend the word trusted to our members in service. This adherence, in accordance with our twelfth Tradition, aids us to “place principles before personalities,” The following listed criteria allows us the flexibility to accomplish this goal.
Section 2

Chairperson:
1. Willingness and desire to serve as demonstrated in prior completed N.A. service positions with a minimum of two (2) years N.A. involvement.
2. One (1) year commitment.
3. Minimum of three (3) years continuous clean time.
4. Ability to perform the duties of the office
5. Understanding of the Twelve Steps and Twelve Traditions and Twelve Concepts of N.A.
6. Time and resources to be an active participant.

Section 3

Vice-Chairperson:
1. Willingness and desire to serve as demonstrated in prior completed N.A. service position with a minimum of two (2) years N.A. involvement.
2. Possible two (2) year commitment.
3. Minimum of three (3) years continuous clean time.
4. Ability to perform the duties of the office.
5. Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
6. Time and resources to be an active participant.
Section 4

Secretary:
1. Willingness and desire to serve as demonstrated in prior completed N.A. service position with a minimum of two (2) years N.A. involvement.
   2. One (1) year commitment.
   3. Minimum of three (3) years continuous clean time.
   4. Ability to perform the duties of the office.
   5. Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
   6. Time and resources to be an active participant.

Section 5

Vice-Secretary:
1. Willingness and desire to serve as demonstrated in prior completed N.A. service position with a minimum of two (2) years N.A. involvement.
   2. Possible two (2) year commitment.
   3. Minimum of three (3) years continuous clean time.
   4. Ability to perform the duties of the office.
   5. Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
   6. Time and resources to be an active participant.
Section 6

Treasurer:

1. Willingness and desire to serve as demonstrated in prior completed N.A. service position with a minimum of two (2) years N.A. involvement.
   2. Possible one (1) year commitment.
   3. Minimum of three (3) years continuous clean time.
   4. Ability to perform the duties of the office.
   5. Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
   6. Time and resources to be an active participant.

Section 7

Vice-Treasurer:

1. Willingness and desire to serve as demonstrated in prior completed N.A. service position with a minimum of two (2) years N.A. involvement.
   2. Possible two (2) year commitment.
   3. Minimum of three (3) years continuous clean time.
   4. Ability to perform the duties of the office.
   5. Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
   6. Time and resources to be an active participant.
**Section 8**

*Regional Committee Member (R.C.M.)*:

1. Willingness and desire to serve as demonstrated in prior completed N.A. service position with a minimum of two (2) years N.A. involvement.
   
   2. Possible one (1) year commitment.
   
   3. Minimum of three (3) years continuous clean time.
   
   4. Ability to perform the duties of the office.

5. Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.

6. Time and resources to be an active participant.

**Section 9**

*Regional Committee Member (R.C.M. Alt.)*:

1. Willingness and desire to serve as demonstrated in prior completed N.A. service position with a minimum of two (2) years N.A. involvement.
   
   2. Possible two (2) year commitment.
   
   3. Minimum of three (3) years continuous clean time.
   
   4. Ability to perform the duties of the office.

5. Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.

6. Time and resources to be an active participant.
Section 10

**Michigan Service Office Board Representative (M.S.O. Board Rep):**

1. Willingness and desire to serve as demonstrated in prior completed N.A. service position with a minimum of two (2) years N.A. involvement.

2. Possible two (2) year commitment.

3. Minimum of three (3) years continuous clean time.

4. Ability to perform the duties of the office.

5. Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.

6. Time and resources to be an active participant.

Section 11
**Web Servant:**

1. Willingness and desire to serve as demonstrated in prior completed N.A. service positions with a minimum of two years N.A. involvement

2. Two years commitment.

3. Minimum of three (3) years continuous clean time.

4. Ability to perform the duties of the office.

5. Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.

6. Should have at least one (1) year experience in Internet communications and be proficient in current web technology, Microsoft FrontPage or HTML.

7. Is responsible for the timely upkeep of Area website in accordance with the Website Development and Style Guide.

8. Responds in a timely manner to all correspondence or when necessary calls upon Regional Website Contact for assistance.

9. Responsible for the current area meetings and events update(s) of the Area website.

10. Responsible for providing Area Website updates within three (3) days of request from Committee Secretary.

11. Maintain communications with NAWS Regional Website contacts and Area Web Servants.

12. Time and resources necessary to be an active participant.

**Section 12**

**Sub-Committee Chairperson:**

1. Willingness and desire to serve as demonstrated in prior completed N.A. service position with a minimum of two (2) years N.A. involvement.

2. Possible one (1) year commitment.

3. Minimum of two (2) years continuous clean time.

4. Ability to perform the duties of the office.

5. Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.

6. Time and resources to be an active participant.

**Section 13**
Sub-Committee Vice- Chairperson:

1. Willingness and desire to serve as demonstrated in prior completed N.A. service position with a minimum of two (2) years N.A. involvement.
   
2. Possible two (2) year commitment.

3. Minimum of one (1) year continuous clean time.

4. Ability to perform the duties of the office.

5. Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.

6. Time and resources to be an active participant.

Section 14

Sub-Committee Member:

1. Willingness and desire to serve.

2. Minimum ninety (90) days continuous clean unless otherwise specified within this Article, or other Articles of these guidelines, or the Committee standing rules, or motion, or sub-committee guidelines.

3 Time and resources to be an active participant.

4. Ability to perform the duties of the office.

5. Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
ARTICLE XI
Sub-Committees

Purpose of Sub-Committee:

For the purpose of performing the specific duties of the Committee, standing and ad-hoc sub-committees shall be created. Each sub-committee is responsible to give a report of its projects to the Committee at each regular meeting of the Committee. All sub-committee project shall be initiated and approved, checked and completed at the Committee through such reports or motions.

All sub-committees of the Committee shall be composed of any Narcotics Anonymous member. Under Committee approval sub-committees shall develop certain needed guidelines and requirements for specific service functions and positions. All sub-committees shall be responsible to the Committee.

Financially, each sub-committee shall submit detailed monthly budgets. These budgets shall include, by line, current as well as proposed disbursements. Sub-committees may upon approval of the Committee establish a treasury. This treasury must not be confused with the purpose of holding monies for any length of time, for fundraising, for prudent reserve or for any such purpose other than the current expenses of that sub-committee unless prior approval is made by the Committee. Any account (s) established anywhere must be made known to the Committee and any excess funds shall be returned to the Committee upon the next budget request.

Each sub-committee shall elect other appropriate officers promptly after the February meeting. In the event of any vacancy not being able to be filled by the election, the Chairperson of the sub-committee shall have authority to appoint such officers with confirmation by the sub-committee. These sub-committee shall exchange information and experience with the Metro Detroit Regional and Narcotics Anonymous as a whole and shall meet regularly on a monthly basis in a public facility. Each sub-committee shall establish a direct line of communication by seating a representative of that sub-committee on the appropriate Region Sub-committee with each sub-committee establishing a direct line of communication with the appropriate World Service Conference Committee.

Each sub-committee shall have the standing authority to act for the Committee in the execution of its duties. No sub-committee shall perform any duties of another sub-committee without previous consent from the Committee.

Section 2
Administrative Sub-Committee:
The Administrative Sub-Committee shall be composed of the Committee officers, other than those mentioned in sub items L and M listed in Article VII. The sub-committee shall have general supervision of the affairs of the Committee between its regular meetings, and make recommendations to the Committee. It shall be subject to the orders of the Committee, and none of their acts shall conflict with actions taken by the Committee, and follow the suggestions in World Service Conference Committee Handbooks as appropriate for its needs.

Section 3

Joint Administrative Sub-Committee:
The Joint Administrative Sub-Committee shall perform as a coordinating sub-committee for all sub-committees, to provide a unified effort in carrying the N.A. message and follow suggestions in World Service Conference Committee Handbooks as appropriate for its needs. This sub-committee will consist of the officers of the Committee and all sub-committee Chairpersons or their representative. The Chairperson of this sub-committee shall be the Chairperson of the Committee.

Section 4

Activities Sub-Committee:
The Activities Sub-Committee shall in support of our Fifth Tradition coordinate various activates, i.e. workshops, learning days, social events and other special events. Follow the suggestions in World Service Conference Committee Handbooks as appropriate for its needs.

Section 5

Hospitals and Institutions Sub-Committee:
The Hospitals and Institutions Sub-Committee shall unify efforts of Twelve Step work within hospitals and institutions and follow the suggestions in World Service Conference Committee Handbooks as appropriate for its needs.

Section 6

Literature Sub-Committee:
The Literature Sub-Committee shall partake in the development and approval process of Narcotics Anonymous literature, aid in assembling, publishing, editing and distributing a periodical newsletter and follow the suggestions in World Service Conference Committee Handbooks as appropriate for its needs.

Section 7

Helpline Sub-Committee:
The Helpline Sub-Committee shall provide volunteers to answer the helpline for Twelfth Step calls; facilitate contact between the addict and the Twelfth Step volunteer and follow the suggestions in World Service Conference Committee Handbooks as appropriate for its needs.
Section 8
Policy Sub-Committee:
The Policy Sub-Committee shall review any possible policy changes; seek guidance in a better understanding of our Traditions and report back to the Committee and follow the suggestions in World Service Conference Committee Handbooks as appropriate for its needs.

Section 9
Public Relations Sub-Committee:
The Public Relations Sub-Committee shall unify efforts of public information and relations inside and outside the fellowship and follow the suggestions in World Service Conference Committee Handbooks as appropriate for its needs.

Section 10
Outreach Sub-Committee:
The Outreach Sub-Committee shall support the member groups of the Committee by helping resolve situations or needs a group has not been able to handle on its own, provide panels and workshops to increase understanding of the Twelve Traditions and the N.A. service structure, and encourage groups to participate in the N.A. service structure. The Outreach Sub-Committee shall follow the suggestions in World Service Conference Committee Handbooks as appropriate for its needs.

Section 11
Women’s Day Committee
This committee was created to plan, schedule and set the program for the East Area’s Women’s Day. Women’s Day shall be every third weekend of October.

Section 12
Detroit Areas Convention of Narcotics Anonymous (DACNA)
The Detroit Area Convention of Narcotics Anonymous (DACNA) shall provide an annual special celebration of recovery within the boundaries of the Detroit Areas (Central, East, Tri-City and West). Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members. The DACNA committee is assigned with the responsibility to plan and manage this event. The DACNA committee shall be subject to the decisions and actions of the Detroit Areas Service Committees and is also responsible to report all financial matters and activities to the Detroit Areas Service Committees. The Detroit Areas Service Committees are responsible for confirming the Chair and Treasurer of DACNA by a simple majority vote of the Areas.

**Section 13**

**Formation of Other Outstanding Sub-Committees:**

Such other standing Sub-Committees shall be formed as the Committee shall deem as necessary to carry on the work of the Committee and by resolution of its purpose, which therefore requires notice and a two-thirds (2/3) vote of the voting members present for its adoption, such sub-committee shall exist.

**Section 14**

**Dissolution of a Sub-Committee:**

A Sub-Committee may be dissolved upon request of that Sub-Committee or the Committee. Such sub-committee shall be dissolved by means of notice and two-thirds (2/3) vote of the voting members present.

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**ARTICLE XII**

**Associated Service Committees**

**Section 1**

**Michigan Service Office:**

In accordance with our Traditions, the Michigan Service Office was created and is a valuable resource for Narcotics Anonymous within the Metro Detroit Region. The D.E.A.S.C.N.A. recognizes the importance of this link, the M.S.O., in carrying the Narcotics Anonymous message. Therefore, this Committee (D.E.A.S.C.N.A.) encourages the existence of the M.S.O. and shall within our Twelve (12) Traditions actively support, by means of direct or indirect involvement and participation, the efforts of the M.S.O. and its Board of Directors (B.O.D.).

**Section 2**

**Metro Detroit Region Service Committee:**
The D.E.A.S.C.N.A. recognizes its membership in the Metro Detroit Region and its value as a resource which encourages growth and unity through linking together its member’s areas, as well as uniting the D.E.A.S.C.N.A., its member groups to the support of the M.D.R.S.C.N.A. through funding, sub-committee action and full participation.

### Section 3

**World Service Conference (W.S.C.)**

The D.E.A.S.C.N.A. recognizes its membership in the World Service Conference of N.A. and its value as a resource which encourages growth and unity through linking together it member Regions, as well as uniting the D.E.A.S.C.N.A. its groups and members to the World Fellowship of Narcotics Anonymous. The D.E.A.S.C.N.A and its member groups to support of the W.S.C.N.A. through funding, sub-committee action and full participation.

**ARTICLE XIII**

Amendment of Guidelines

These guidelines may be amended at any regular meeting of the Committee by two-thirds (2/3) vote of the voting members present and voting, provided that the amendment has been submitted in writing and has been announced at a previous regular scheduled meeting along with and including the intended date of the vote.

**ARTICLE XIV**

Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with the Traditions of Narcotics Anonymous. These guideline, or any special or standing rules that the Committee may adopt. Any Article not covered by these guideline as will be subject to the suggestions outlined in World Service Conference Committee Handbooks and/or Narcotics Anonymous Service Manuals or any other World Service Conference approved literature in the future.

**ARTICLE XV**

Disbursement of D.E.A.S.C.N.A. Funds
A. Definition of Funds

1. Prudent Reserve – The Area shall maintain a Prudent Reserve to provide a cushion in case of unforeseen financial obligations. The amount of the prudent reserve shall be enough to cover one month’s rent and the cost of mailing the monthly minutes; and the following sub-committees:

   Helpline
   Hospitals and Institutions
   Public Information