Guidelines of the
Detroit West Area Service Committee
Of Narcotics Anonymous

“Unity of Purpose”

Statement
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: promise unity within Narcotics Anonymous (NA): support with all resources the message of our fifth tradition, and to maintain anonymity within that effort. It will not, in the exercise of its autonomy, deliberately adversely affect Narcotics Anonymous or any other NA area of service Committee. It will endeavor to encourage the groups within its boundaries to provide an atmosphere of NA recovery and actively encourage the members of these groups to become full participating through support of NA service boards, officers, centers, subcommittee, and committees “that no addict seeking recovery may never die.”

AS QUOTED FROM THE PREAMBLE OF THE NA TWELVE TRADITIONS
“We keep what we have only with vigilance and just as 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 will tear us apart, all will be well.”

Article I
Name
The name of this committee shall be the Detroit West Area Service Committee of Narcotics Anonymous (DWASCNA). For the purpose of these guidelines the Detroit West Area Service Committee of Narcotics Anonymous shall be referred to as “Committee.”

Article II
Purpose

Section 1 The purpose of this Committee shall be to administer and coordinate the business and activities common to the welfare of the Narcotics Anonymous Groups within the boundaries of Eight (8) Mile Road on the North, North Tireman Rd in the Detroit City limits on the South, the John C. Lodge Freeway and West Grand Boulevard on the East and the Detroit City limits on the West in the City of Detroit; to support the general needs of these groups, to serve as a link between these groups and the Metro Detroit Region.

Section 2 The Committee shall be limited to such purposes as will qualify it is an exempt organization under section (501©3) of the Internal Revenue Code of 1954 or Corresponding provision of any subsequent federal tax law, including, for such purposes, the making of distributions to organizations, which qualify as tax-exempt organization under the code.

Section 3 This Committee shall have and exercise all rights and powers centered or unincorporated rights. Associations 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 furthermore of its purposes, set forth in Section1 (one) and 2 (two) of this article nor is it empowered to engage in activity mentioned in Section 4 (four) 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 or the society, on disillusion or otherwise: and on liquidation or dissolution, all properties and assets of this society remaining after payment or provision for all debts and obligations shall be distributed and paid over the member area of the Metro Detroit Region Services Committee of Narcotics Anonymous (MDRSCNA).

Section 5 For the purpose of carrying out its objectives and primary purpose, the Committee may use or rent a facility subject to and in accordance with these guidelines and any guidelines hereafter adopted, consistent with purpose which the Committee is formed in accordance with the 12 Traditions and 12 Concepts of NA.

Article III

Members

Section 1 This Committee shall have two (2) classes of members only, that of voting and that of non-voting. Only voting members shall have voting rights. No person shall hold more than one membership in a class or combination thereof.
Section 2 The voting member of this Committee shall be the Group service Representative (GSR's); or in the GSR's absence, the group Representative Alternate (GSR\ALT); or in the absence of the two prior stated classifications; a Group Appointed Designee (GAD).

Section 3 Non-voting members of this Committee shall be any other Narcotics Anonymous member not mentioned in Section 2 of this Article including the officers and other administrative members of this Committee or its subcommittee chairpersons. These members shall enjoy all powers of membership including motion and debate, but shall not vote.

Section 4 Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as observers and shall not be entitled to request the floor for the purpose of debate.

Article IV

Trusted Servants

Each group by their own trust and “group conscience” shall place voting members or “trusted servants” in this Committee. Trust is meant that the group places them with the authority to act responsibly within their best judgment. The reason the groups place “trusted servants” in these positions is so they can perform the general administrative and related personal services that are necessary to the ongoing needs of Narcotics Anonymous. The services that are handled by these “trusted servants” free the Narcotics Anonymous groups to focus on the primary purpose and provide the personal service that is trademark of Narcotics Anonymous.

These “trusted servants” have decisions to make in performing their duties. Part of the groups trust is allowing them to make these decisions. If the groups insisted that these “trusted servants” return to them with every decision they would not be “trusted servants” at all they would simply be messengers. This would make Narcotics Anonymous just another red tape bureaucracy which most addicts tend to revile. If the group made every decision for them the groups would have less time to perform their responsibilities and demoralize their “trusted servants” and take away their effectiveness. However, it is very important that these “trusted servants” keep their group informed of the actions they have taken in conducting their responsibilities.

Another part of that trust is giving these “trusted servants” the right to decide which issues they should handle and which need wider consultation and subsequent direction. When “trusted servants” decide that wider consultation is necessary they shall do this by their “group conscience” of a majority vote. This wider consultation will be to send the matter to the member group. When a matter is sent to the groups for a wider consultation; it shall be done in
writing to only include the motion and its intent. But when a group returns with a vote on such a matter, it shall be by one vote per group.

**Article V**

**Meetings**

**Section 1** The regular meetings of this Committee shall be 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 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 consecutive regularly scheduled DWASCNA meetings it shall be accorded “inactive” status for the sake of quorum computation at the second meeting. Active status shall be returned upon a group attending DWASCNA meeting.

**Section 4** By means of written or oral communication a special meeting may be called by the Chairperson of the Committee or upon the written request to the Chairperson of one third (1/3) of the voting members of the Committee. The purpose of the meeting shall be stated in the call at least ten (10) days in advance of the special meeting.

**Article VI**

**Voting**

**Section 1** Any group which chooses membership in the Detroit West Area service Committee of Narcotics Anonymous (DWASCNA) shall have one vote accorded to its Group service representative (GSR) or to its Group Service Representative Alternate GSR\ALT) or Group Appointed Designee (GAD).

**Section 2 Voting**

A. Only GSR’s or GSR\Alt’s shall be allowed to vote at DWASCNA meetings or in the absence of two prior state classifications, Group Appointed Designee.
B. Chairpersons shall vote on these occasions only:
   1) To break a tie.
   2) To create a tie in instances of a one (1) vote majority when there is 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 GSR’s, GSR\ALT’s, and GAD’s present and voting.
D. The following types of motions shall be processed through the discussion stage, assigned a number by the secretary, and voted upon no later than the next regularly scheduled DWASCNA meeting.
   1) Guideline changes.
   2) Motions referred to group conscience for wider consultation. (Any motions may be referred for Group Conscience at the discretion of a simple majority of the GSR’s, GSR\ALT’s, or GAD’s present.)

Section 3 Motions The following trusted servants may make motions: (All motions shall be written and accompanied with intent).

   A. Chairperson
   B. Co-Chairperson
   C. Secretary
   D. Co-Secretary
   E. Treasure
   F. Co-Treasurer
   G. Regional Committee Member or Regional Committee Member Alternate
   H. GSR< GSR\ALT or GAD
   I. Chairpersons or Co-Chairpersons of subcommittees of DWASCNA
   J. Chairpersons or Co-Chairpersons of AD-HOC committee

Section 4 Discussions of Motions.

   A. All NA members in attendance at the DWASCNA 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. General motions brought to the floor shall be 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:

A. Chairperson  
B. Co-Chairperson  
C. Secretary  
D. Co-Secretary  
E. Treasurer  
F. Co-Treasurer  
G. Regional Committee Member  
H. Regional Committee Member Alternate  
I. WAMSO Board Member  
J. Any standing subcommittee Chairperson or AD-HOC subcommittee Chairperson.  
K. Any others that the Committee shall deem necessary shall be considered officers of this Committee.

**Section 2** No officer or administrative member of this Committee shall hold more than one office at a time, be a voting member of the Committee, or eligible to serve more than two (2) consecutively in the same office on this Committee. Exceptions include the MSO board member at the request of the Regional Committee (3) year term.

**Article VIII**

**Elections**

**Section 1** Officers shall be elected by secret ballot to serve for one year with the term of office to commence at the end of the regularly scheduled meeting in which they are elected.

**Section 2** An election to fill any office addressed in these guidelines shall be done by this Committee’s voting members. However, the administrative committee members and subcommittee chairs are also allowed to participate in nominations.

**Section 3** The schedule for election of trusted servants is to be follows; Officers to be elected in February (one month prior to elections notice of vacancies open nomination shall be given. See Section 2 of this article):

1) Chairperson  
2) Co-Chairperson  
3) Secretary  
4) Co-Secretary  
5) Treasurer
6) Co-Treasurer  
7) Regional Committee Member  
8) Regional Committee Alternate  
9) Subcommittee chairpersons  
10) MSO Board Member in accordance with 3-year term or vacancy

**Section 4** The Co-Chair and alternate positions will be automatically placed in nomination upon the vacancy of the respective officers they serve under.

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

A. Resignation  
B. Relapse  
C. Two consecutive absences from regularly scheduled Committee (DWASCNA) meetings, this include JAC meeting; constitutes an automatically vacated position; regardless of the personal circumstances or reason e.g. health issues etc.  
D. Or without a prearranged substitute to give the report by agreement of three-fourths of the voting members.  
E. After proper election procedures the positions remains vacant.  
F. Failure to vote in support of or carry the DWASCNA’s conscience in reference to the MSO Board Reps, RCM, RCM/Alt and other West area trusted servants in conjunction with their responsibilities will be cause for dismissal by majority vote of the assembly in accordance and adherence to DWASCNA guidelines.

**Section 6** Filing vacant offices: In the event of a vacancy an election, as provided in Section 2 of this Article shall be held to fill such vacancy. In case of a vacancy in the office of Chairperson, the Co-Chairperson shall assume the duties of Chairperson until the start of the next regularly scheduled meeting following the election of a new Chairperson. In case of a vacancy in the office of RCM the appropriate alternate shall assume the duties of the RCM until the start of the next regular meeting following the election of a new RCM. In the case of a vacancy in the secretary or treasurer positions the co-secretary or co-treasurer shall assume the duties of the respective officer.

In the case of a vacancy in an office other than those offices 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 months or the time required filling the vacancy by election, whichever is less. In considering that appointment the chairperson will solicit recommendations from that subcommittee and the Committee will give priority to its judgment.
Section 7 In the event of one (1) nominee running for office that nominee must be elected by a two-thirds (2/3) majority of voting members present with those members equaling at least 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 thought 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 West Area trusted servants, especially the officers of this Committee through volunteering themselves for subcommittee or group service to participate in other capacities within our service structure. We also, in order to gain more participation, a wider conscious, and to acquire a broader base of experience in a concentrated effort to fulfill our primary purpose, adhere to the principle of service position per member.

In respect to continuity, growth and the importance of our message the vice (co-) or alternate positions are learning positions—the essence of growth in Narcotics Anonymous. This continuous growth is dependent upon the transition of a vice (co-) or alternate trusted servant to the position they serve under or other positions with the Committee structure and the outgoing servants into affiliate or other positions within the service structure. This allows our fellowship the advantage of members gaining experience while retaining experienced members to share their knowledge and encouragement. Therefore, one should accept the position of vice (co-) or alternate understanding they imply a minimum of two years.

Section 2 Chairperson It is the duty of the Chairperson to:

A. Compile a prearranged agenda to be distributed to DWASCNA participant for ideas, input, of motions at meetings.
B. Preside over all Committee meetings and attend chair Joint Administrative Committee meeting.
C. Maintain lines of communication between the DWASCNA and member groups throughout the year.
D. Open and call the meetings to order at the appointed time having ascertained that a quorum is present.
E. Announce in proper sequence the business that comes before the Committee in accordance with the prescribed order of business, agenda, or program with existing orders of the day.

F. Recognize members who are entitled to the floor.

G. State and put to a vote all questions that legitimately come before the Committee as motions or that otherwise arise in the course of proceedings, except questions relating to the chair, to announce the result of each vote and to rule out of order any inappropriate motions.

H. Protect the Committee from 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 rights of the voting members.

K. Decide all questions of order subject to appeal unless when in doubt he or she prefers to submit such questions to the parliamentarian or the Committee for decision.

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

M. Authenticate by 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-signer of the Committee’s bank accounts.

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

S. 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 at all subcommittees.

U. Appoint all special ad-hoc or special subcommittees.

Section 3 Co-Chairperson It is the duty of the Chairperson to:

A. Serve as a Chairperson in the Chairperson’s absence at DWASCNA meetings or Joint Administrative Committee meetings.

B. Coordinate the functions of the subcommittees.

C. Be a co-signer of the Committee’s bank accounts.

D. Submit a written report of the office of the year’s work at the annual conference meeting.

E. Be an ex-officio non-voting member of all subcommittees.

Section 4 Secretary It is the duty of the Secretary to:
A. Call meetings to order in the absence of the Chairperson, Co-Chairperson, or RCM and preside until the immediate election of a Chairperson pro-tempore.
B. Keep a record of all Committee proceedings.
C. Keep on file all Committee reports, files and archives.
D. Maintain the Committee’s official’s membership roll and call the roll when required.
E. Make the minutes and records available upon request.
F. Keep all certified copies of acts of the Committee.
G. 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.
H. Send out to the membership a notice of each special meeting known as the “call” of the meeting.
I. Conduct all correspondence of the committee which is not a function proper to other offices or subcommittees.
J. Distribute to each officer and voting member copies of the minutes no later than ten days following each meeting. In addition, a copy shall be sent to the Michigan Service Office and world Service Office of Narcotics Anonymous.
K. Insure that the Detroit West Area archives are maintained at the MSO.
L. Attend all Joint Administrative Committee meetings.

Section 5 Co-Secretary It is the duty of the Co-secretary to:

A. Assist the Secretary with his/her responsibilities.
B. And to perform those duties in their absence or vacancy.
C. Assist the Secretary in compiling reports. Maintaining a second copy of the minutes from previous meeting and coordinate the printing and distribution of the minutes.

Section 6 Treasurer It is the duty of the treasurer to:

A. Collect all donations from the individuals, groups, area, or subcommittees and issue receipts for such donations.
B. Is the custodian of the Committee’s funds not entrusted to other officers or subcommittees.
C. Establish the area’s bank account (w/updated signature cards) for the Committee and be the signer of such account(s). Note: all checks require two authorized signatures.
D. Make a report of receipts, donations and disbursements at each regular meeting with copies available for review.
E. Make a full financial report at the annual meeting to be audited.