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

G. Attend all Joint Administrative Committee meetings.

Section 7 Co-Treasurer It is the duty of the Co-Treasurer to:

A. Assist the Treasurer with the responsibilities of the office and to perform his/her duties during their absence or vacancy.

B. Be a co-signer on any bank account(s) that the Committee deems necessary.

Section 8 Regional Committee Member It is the duty of the RCM to:

A. Serve as a Chairperson in the absence of Chairperson or Co-Chairperson.

B. Represent the Committee at each Metro Detroit Region Service Committee of Narcotics Anonymous meeting.

C. Provide the Committee with the agenda for the next regular meeting of MDRSCNA one area meeting prior.

D. Work for the common welfare of NA by providing two-way communications between the MDRSCNA and the DWASCNA.

E. Submit a written report to the office of the year’s work at the annual conference meetings.

F. Attend as many group service (business) meetings as possible and Joint Administrative Committee meetings.

G. Submit a report to the Committee covering the business of the previous MDRSCNA meeting.

H. Insure that the Detroit West Area maintains a conscience at each MDRSCNA meeting.

Section 9 Regional Committee Member Alternate It is the RCM/Alt to:

A. Assist the RCM in the performance of his/her duties.

B. Perform the RCM’s duties in their absence.

C. Submit written and oral reports as a supplement to RCM.

D. Attend as many group service (business) meetings as possible and attend Joint Administrative Committee meetings.

E. Submit written report of the office of the years’ work at the annual conference meeting.

F. Insure that Detroit West Area maintains a conscience at each MDRSCNA meeting.

Section 10 MSO Board Rep. It is the duties of the MSO Board Member to:

A. Attend all MSO Board meetings and meetings assigned by the MSO Board. Provide two-way communications between the West Area Committee.
B. Present to the Committee a written and oral report of the MSO Board activities including a Financial Report at each regular meeting (Full-disclosure).

C. Join a subcommittee at the Area level.

D. Attend Area Service meetings and Joint Administrative meetings (JAC).

E. Adhere to all West Area guidelines.

F. Submit a written report to the Committee of the year’s work at the annual conference meeting.

G. Minimum of 3 years clean time.

Section 11 Detroit Areas Guidelines for DACNA's Planning Committee responsibilities to the Area’s:

The Detroit Areas 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 to the Detroit Areas Service Committees. The Detroit Area service Committees are responsible for confirming the Chair and treasurer of DACNA by a simple majority vote of the Areas.

Section 12 Detroit west area DACNA Liaison (elected position)
Duties/responsibilities:

A. Attend DACNA’s Planning Committee Meetings. Provide two-way communications between the West Area Committee and DACNA’s Planning Committee meetings.

B. Adhere to all West Area Guidelines; attend Area Service Meetings and Joint Administrative meetings (JAC).

C. Coordination of the Detroit West Area’s Hospitality Room and compile a list of (preferably) GSR’s to monitor the Hospitality Room (Suite) at DACNA’s annual convention.

Article X

Qualifications of Officers
Section A. Chairperson

1) Willingness and desire to serve as demonstrated in prior completed NA service positions with minimum of two year’s NA involvement.
2) One year commitment.
3) Minimum of three years continual clean time.
4) Ability to perform the duties of the office.
5) Understanding of the Twelve steps, Twelve Traditions, and Twelve Concepts of NA
6) Time and resources to be an active participant.

Section B. Co-Chairperson

1) Willingness and desire to serve as demonstrated in prior completed NA service positions with minimum of one year’s NA involvement.
2) Possible two-year commitment.
3) Minimum of two years continual clean time.
4) Ability to perform the duties of the office.
5) Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA
6) Time and resources to be an active participant.

Section C. Secretary

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

Section D. Co-Secretary

1) Willingness and desire to serve as demonstrated in prior completed NA service positions with minimum of two year’s NA involvement.
2) Possible two-year commitment.
3) Minimum of two years continual clean time.
4) Ability to perform the duties of the office.
5) Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA
6) Time and resources to be an active participant.

Section E. Treasurer
1) Willingness and desire to serve as demonstrated in prior completed NA service positions with minimum of two year’s NA involvement.
2) Possible two-year commitment.
3) Minimum of three years continual clean time.
4) Ability to perform the duties of the office.
5) Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA
6) Time and resources to be an active participant.

Section F. Co-Treasurer

1) Willingness and desire to serve as demonstrated in prior completed NA service positions with minimum of two year’s NA involvement.
2) Possible two-year commitment.
3) Minimum of three years continual clean time.
4) Ability to perform the duties of the office.
5) Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA
6) Time and resources to be an active participant.

Section G. Regional Committee Member

1) Willingness and desire to serve as demonstrated in prior completed NA service positions with minimum of two year’s NA involvement.
2) Possible two-year commitment.
3) Minimum of eighteen months continual clean time and requiring two years before the end of term.
4) Ability to perform the duties of the office.
5) Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

Section H. Regional Committee Member Alternate

1) Willingness and desire to serve as demonstrated in prior completed NA service positions with minimum of two year’s NA involvement.
2) Possible two-year commitment.
3) Minimum of eighteen months continual clean time and acquiring two years before the end of their term.
4) Ability to perform the duties of the office.
5) Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

Section I. MSO Board Member

1) Member of Narcotics Anonymous
2) Willing to participate  
3) 3 year commitment to serve.  
4) A minimum of three years continual clean time.  
5) The ability to attend monthly board meetings at 7:00PM the second Tuesday of each  
   month. (All members are welcome to Attend).  
6) Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

Section J. Subcommittee Chairpersons

1) Willingness and desire to serve as demonstrated in prior completed NA service positions  
   with minimum of one year NA involvement.  
2) One year commitment.  
3) Minimum of 18 months continual clean time.  
4) Ability to perform the duties of the office.  
5) Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA  
6) Time and resources to be an active participant.

Article XI

Sub-Committees

Section 1 Purpose of Subcommittee: For the purpose of performing the specific duties of the  
Committee standing and ad-hoc subcommittee shall be created. Each subcommittee is  
responsible for giving a report of its projects to the Committee at each regular Committee  
meeting. All subcommittee projects shall be initiated, checked and completed at the  
Committee meeting through such reports.

All subcommittees shall be composed of an NA member. Under Committee approval,  
subcommittees shall develop guidelines and requirements for specific service functions and  
positions. All subcommittees shall be responsible to the Committee (Admin Body).

Financially, each subcommittee shall submit detailed budgets. These budgets shall include, by  
line as well as current disbursement. Subcommittees may upon approval of the Committee  
establish a treasury. This treasury must not be confused with the purpose of holding monies for  
any extended length of time, for fundraising, for prudent reserve or for any such purpose other  
than the current expenses of that subcommittee prior approval is made by the Committee. Any  
account(s) established must be made known to the Committee and any excess funds shall be  
returned to the Committee upon the next budget request.
Each subcommittee shall elect other appropriate officers promptly after February meeting, in the event of any vacancy not being able to be filled by election; the Chairperson of the subcommittee shall have the authority to appoint such officers with confirmation of the subcommittee.

These subcommittees shall exchange information and experience with the Metro Detroit Region Service Committee of Narcotics Anonymous as a whole and shall meet regularly on a monthly basis in a public facility. Each subcommittee shall also to the best of their ability, establish a direct line of communication by seating a representative of that subcommittee on the appropriate Region Subcommittee with each subcommittee establishing a direct line of communication with the appropriated World Service Conference Committee.

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

**Section 2 Activities Subcommittee**

The Activities Subcommittee shall coordinate various activities, i.e. but not limited to workshops, learning days, picnics, dances, fundraisers, and other special events, and follow the suggestions in the World Service Conference Committee Handbook as appropriate for its needs.

**Section 3 Administrative Subcommittee**

The Administrative Subcommittee shall be composed of the committee officers and administrators. The subcommittee 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 the World service Conference Committee Handbook as appropriate for its needs.

**Section 4 Hospitals and Institutions Subcommittee**

The Hospital and Institutions Subcommittee shall unify efforts of Twelve Step work within hospitals and institutions, and follow the suggestions in the world service Conference Committee Handbook as appropriate for its needs.

**Section 5 Joint Administrative Subcommittee**

The joint Administrative Committee (JAC) shall perform as a coordinating Subcommittee for all subcommittees, to provide a unified Committee effort in carrying the NA message, and follow
the suggestions in the World service Conference Committee Handbook as appropriate for its needs.

This subcommittee will consist of the Officers of the Committee and all Subcommittee Chairpersons or their representative. The Chairperson of this Subcommittee shall be the Chairperson of the Committee.

Section 6 Literature Subcommittee

The Literature subcommittee shall partake in the development and approval process of Narcotic Anonymous literature, and follow the suggestions in the World Service Conference Committee Handbook as appropriate for its needs.

Section 7 Outreach/Meeting list Subcommittee

The Outreach Subcommittee shall act as a liaison between the DWASCNA and new groups or groups which need assistance. It shall compile a list of members with special support skills such as knowledge of sign language, vehicles with wheelchair lifts, etc. for distribution to the groups.

Section 8 Helpline Subcommittee

The Helpline Subcommittee shall provide volunteers to answer the phone line for Twelfth step calls facilitate contact between the addict and the Twelve Step volunteer; and follow the suggestions in the World Service Conference Committee Handbook as appropriate for its needs.

Section 9 Policy Subcommittee

The Policy Subcommittee shall preview any possible changes, seek guidance in a better understanding of our Twelve Traditions and 12 Concepts and report back to the Committee, and follow the suggestions in the world service conference Committee Handbook as appropriate for its needs.

Section 10 Public Relations Subcommittee

The Public Relations Subcommittee shall unify efforts of public relations and relations inside and outside the fellowship and follow the suggestions in the World Service Conference Committee Handbook as appropriate for its needs.

Section 11 Newsletter Subcommittee
The Newsletter Subcommittee shall assemble, edit, publish and distribute a Periodical Newsletter in accordance with the 12 Steps, 12 Traditions and 12 Concepts of NA; subject to review by the Literature Subcommittee and DWASCNA when deemed necessary.

Section 12 Formation of Other Standing Subcommittee

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

Section 13 Dissolution of a Subcommittee

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

Article XII

Michigan Service Office

In accordance with our Traditions, the Michigan Service Office was created and is a valuable resource for Narcotics Anonymous within the Michigan S.E. Region. The DWASCNA recognizes the importance of this link, the MSO, in carrying the Narcotics Anonymous message. Therefore, this committee (DWASCNA) encourages the existence of the MSO and shall within our Twelve (12) Traditions and 12 Concepts actively support, by means of direct or indirect involvement and participation, the efforts of the MSO and its Board of Directors (BOD).

Article XIII

Metro Detroit Region service Committee NA

(MDRSCNA)

As well as linking together the DWASCNA and its member groups to the World service Conference, the DWASCNA recognizes its membership in the Metro Detroit Region and the MDRSCNA value as a resource which encourages growth and unity through linking together its member areas. The Detroit West Area therefore, in accordance with our Twelve Traditions and 12 Concepts commits the DWASCNA and its member groups to the support of the MDRSCNA through funding, subcommittee action, and full participation.

Article XIV
Parliamentary Authority

The rules contained in the current edition of Roberts 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 Twelve Traditions and 12 Concepts of narcotics Anonymous these guidelines of Narcotics Anonymous these guidelines or any special or standing rules that the Committee may adopt.

Article XV

Amendments of guidelines

These Guidelines may be amended at any regular meetings 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 day.

Article XVI

Miscellaneous

Any article not covered by these guidelines will be subject to the suggestions outlined in the World service Conference Committee Handbook and/or the narcotics Anonymous Service Manual or any other World service Conference approved literature in the future.

Group Service Representatives (GSR)

Each group elect one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSR’s form the foundation of our service structure. GSR’s provide constant, active influence over the discussions being carried on within the service structure. They do this participating in area service committee meetings, attend forums and assemblies at both the area and regional levels, and sometimes joining in the work of an ASC subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups in the same way that the groups nourish and support the structure.

Group service representatives bear great responsibility. While GSR’s are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interest of NA as a whole, not solely as advocated of their own groups’ priorities.

As participants in the area committee, GSR’s need to be as well informed as they can be connecting the affairs of the committee. They study the reports of the committee’s officers and
subcommittee chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active critical parts in the discussions which form the group conscience of the entire committee.

Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group’s needs. In group recovery meetings, GSR’s make available fliers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee’s work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn’t found solutions to those problems, the area chairperson will open a slot on the committee’s “sharing session” agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

**Alternate GSR/or Group Appointed Designee (GAD)**

Groups also elect a second representative called an alternate GSR. Alternate GSR’s attend all the area service committee meetings (as non-voting participants) with their GSR’s so that they can tell for themselves how the committee works. If a GSR cannot attend an area committee meeting, that group’s alternate GSR participates in the GSR’s place.

Alternate GSRs, along with other members may also serve on area subcommittees. Subcommittee experience gives alternate GSR’s added perspective on how area services are actually delivered. That perspective helps make them more effective area committee participant if their groups later elect them to serve as GSR’s.