1. The name for this society shall be M.C.A.N.A. (Macomb County Area of Narcotics Anonymous)

2. M.C.A.N.A. shall meet on the second Sunday of each month at Henry Ford Macomb Hospital 15855 Nineteen Mile Road – Clinton Township, Michigan between Garfield and Hayes. We meet in McAuley Room A or B depending on other hospital activities

3. The starting time shall be at 10:30am, promptly. The length of this meeting shall be 2 ½ hours unless a motion to extend the time is made, seconded, and passed by a simple majority of GSR’s present.

Definition and Purpose of an Area Service Committee

An Area Service Committee (ASC) is a committee made up of representatives (GSR’s) from N.A. groups within a designated area, which meets monthly for the expressed purpose of serving the specific needs of its member groups.

The most important service an ASC provides is that of group support. An ASC handles whatever functions are necessary or helpful to its groups. In order to provide these services, an ASC needs the active participation of its GSR’s. A group supports its ASC both financially and emotionally. It is each group’s responsibility to offer this support. The active participation of each group service representative (GSR) is essential for a successful ASC. Each GSR must keep his or her own group informed, and must represent that group’s conscience in committee decisions.

The M.C.A.N.A will follow the Roberts Rules of Order and should refer to them for any issues that may arise during the regularly scheduled monthly meeting.
# Macomb Area Of Narcotics Anonymous Guidelines

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Motion, Discussion and Voting Procedures

I. **Motions** may be made only by GSR’s, ASC subcommittee chairpersons, and officers of the ASC, excluding the chairperson. In the absence of the GSR the co-GSR may make or second motions. Motions pertaining to ASC subcommittees may be submitted and voted on during that subcommittee’s report.

   A. Motions must be written and accompanied by intent.
   B. The following types of motions will be 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 Area meeting during the Old Business portion of the Agenda.

      1. Guidelines changes
      2. Motions from the Regional Service Committee
      3. Motions from the World Service Committee
      4. Motions referred to the groups by a simple majority of the member groups present
      5. All motions concerning the distribution of money, except the payment of financial obligations of the area as defined in Section VII

II. **Discussion** is open to any N.A. member present at the discretion of the ASC chairperson.

   A. Discussion of motions shall be limited to three pro and three con statements
   B. A motion is needed to further discussion

III. **Voting** is only by GSR’s. The chairperson may vote to break a tie.

   A. A quorum shall consist of 1/3 of past 3 month average of GSR's in attendance. (Month A=15, Month B=12, Month C=18 = 45 divided by 3 = 15 average per month. 1/3 of 15 = 5 GSR’s required for quorum.
   B. All voting shall be determined by a simple majority of “yes” and “no” votes given by member groups present with the following exceptions:

      1. Highest vote total will decide each trusted servant position for which there is more than one nominee, and shall be conducted by secret ballot and counted by the secretary or the secretary's designee.
      2. If abstentions outnumber “yes” or “no” votes, the vote is tabled for one month
      3. A motion can only be tabled for one month because of abstentions, then the vote will follow III,B,1, and III, B, 4, 5
      4. A GSR is allowed only one vote when voting on ASC items no matter how many groups they represent.
      5. Where otherwise noted in these guidelines.
IV. ELECTIONS - Unopposed nominees must be approved by a simple majority of groups present.

A. Area Administration

1. Annual nominations for regular elections shall be received from groups and members in January. All nominations shall be sent back to the groups.
2. Annual elections shall be held in February.
3. A GSR cannot hold a position on the administration committee
4. A GSR elected to serve on the Administrative committee must give up their GSR position.

B. Subcommittees

1. Annual nominations for regular elections shall be received from groups and members in May. All such nominations shall be sent back to the groups.
2. Annual elections shall be held in June.
3. A GSR cannot be a sub committee chair, they may however volunteer their service on a subcommittee
4. A GSR elected to serve as a subcommittee chair must give up their GSR position.

C. Nominations

1. In the event a prospective nominee is unable to attend the scheduled meeting at which the nomination is to take place, the submission of a letter of willingness to serve and qualification for said position by the nominee will allow the nomination to take place.
2. Text message or phone conversation of willingness is also accepted during the nomination portion of the meeting.
3. The prospective nominee must be in attendance at the voting session unless a letter affirming willingness is received at the voting session. (If the person misses the nomination meeting and the election meeting, two letters must be received in total.)
4. Text message or phone conversation of willingness is also accepted during the voting session of the meeting.
5. Failure to attend or notify in writing, text message, or phone conversation rescinds the nomination.
6. Elections shall be held in the month following the nomination.

D. Vacancies shall be filled by:

1. Continuing the nomination and election processes as described in Section IV of the guidelines
2. In the event of vacancy of any chairperson positions, the co-chairperson will temporarily assume the chairpersons responsibilities.
3. In the event of a chairperson resignation the co-chairperson needs to be approved by the groups before assuming the chairpersons full time responsibilities
4. All election voting shall be conducted by secret ballot and counted by the secretary or the secretary’s designee.
V. Area Administration positions ~ Qualifications and duties

A. Chair

1. Qualifications

   a. Minimum of one-year continuous abstinence
   b. Service experience
   c. The willingness to give the time and resources necessary for the position
   d. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A.
   e. A working knowledge of Roberts Rules of Order
   f. Active participation in Narcotics Anonymous

2. Duties

   a. Compiles an agenda prior to each ASC meeting
   b. Presides over all ASC meetings
   c. Maintains lines of communication between the ASC and all its groups throughout the year
   d. Is available to be a cosigner on all bank accounts of the ASC
   e. Prepares semi-annual and annual reports (August and February)
   f. Chairs the monthly Admin meeting to be held one hour prior to the ASC meeting.
   g. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation

B. Co-Chair

1. Qualifications

   a. Minimum one year continuous abstinence
   b. Service experience
   c. The willingness to give the time and resources necessary for the position
   d. A working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of N.A.
   e. A working knowledge of Roberts Rules of Order
   f. Active participation in Narcotics Anonymous
   g. Be willing to assume the chairpersons position if approved by a majority of the groups.

2. Duties

   a. Performs all the duties and has all powers of the chairperson in their absence
   b. Acts as a liaison between all subcommittees to assure proper functioning of said subcommittees, per ASC guidelines
   c. Is available to be a cosigner on all bank accounts of the ASC
   d. Prepares semi-annual and annual reports (August and February)
   e. Attends the monthly Admin meeting
   f. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation
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C. Secretary

1. Qualifications

   a. Minimum of 6 months continuous abstinence
   b. Service experience at the Area level
   c. The willingness to give the time and resources necessary for the position.
   d. Have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of N.A.
   e. Have a working knowledge of Roberts Rules of Order
   f. Active participation in Narcotics Anonymous

2. Duties

   a. Keeps accurate minutes of each ASC meeting
   b. Distributes the minutes no later than 14 days following the ASC meeting
   c. Will type and distribute minutes either in person or by mail to the following

      i. ASC trusted servants
      ii. All group service representatives (GSR’s) that attended said ASC

   d. Keeps a list of email addresses of all ASC trusted servants, groups, and members
   e. Creates and keeps copies of motion forms, attendance forms, etc.
   f. Is available to be a cosigner on all bank accounts of the ASC
   g. Maintains a running log of all area motions
   h. Prepares semi-annual and annual reports (August and February)
   i. Attends the monthly Admin meeting
   j. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation
D. Co-Secretary

1. Qualifications

   a. Minimum of 6 months continuous abstinence
   b. Service experience at the Area level
   c. The willingness to give the time and resources necessary for the position
   d. Be willing to assume secretary’s position after one year if approved by a majority of the
groups present
   e. Active participation in Narcotics Anonymous
   f. Have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of N.A.
g. A working knowledge of Roberts Rules of Order

2. Duties

   a. Performs all the duties and has all the powers of the secretary in their absence
   b. Works closely with the secretary to learn the responsibilities of the position
   c. Creates and distributes the new GSR packets at the ASC Meeting
   d. New GSR Packets contain a copy of the current approved guidelines, the new GSR
   welcome document, a notepad. Pencil, and a copy of the 12 concepts of service.
   e. Acts as librarian to M.C.A.N.A., maintaining and storing the current term minutes,
motions, and reports,
   f. Archives the minutes, motions, and reports at the M.S.O. at the end of their term.
g. Attends the monthly Admin meeting
   h. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute
   trusted servant resignation
E. Treasurer

1. Qualifications

   a. Gainfully employed
   b. Minimum of two years continuous abstinence
   c. Service experience at the area level
   d. The willingness to give the time and resources necessary for the position
   e. Be able to keep a checking account balanced
   f. Have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of N.A.
   g. A working knowledge of Roberts Rules of Order
   h. Active participation in Narcotics Anonymous

2. Duties

   a. Primary signer of all ASC bank accounts, and is available to be co-signer of accounts held
      by subcommittees of the Area
   b. Collects all donations from individuals, groups, and subcommittees of Narcotics
      Anonymous during the ASC monthly meeting
   c. Gives and keeps receipts for income and disbursements
   d. Disburses money per group conscience of the area
   e. Keeps accurate records of all transactions
   f. Prepares and presents a monthly report at the ASC meeting
   g. Prepares and presents semi-annual (August) and annual (February) reports
   h. Any fund disbursements over $50.00 must be paid by check
   i. Performs semiannual and annual review of the Area’s Subcommittees’ financial records
      and checking accounts in May and December, with findings reported in the Treasurer’s
      semiannual and annual report in August and February
   j. Attends the monthly Admin meeting
   k. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute
      trusted servant resignation
F. Co-Treasurer

1. Qualifications

   a. Gainfully employed
   b. Minimum of one year continuous abstinence
   c. Service experience at the Area level
   d. The willingness to give the time and resources necessary for the position
   e. Have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of N.A.
   f. Have a working knowledge of Roberts Rules of Order
   g. Be willing to assume the Treasurer’s position after one year if approved by a simple majority of groups present
   h. Active participation in Narcotics Anonymous
   i. The ability to keep a checking account balanced

2. Duties

   a. Performs all the duties and has all the powers of the treasurer in their absence
   b. Works closely with the Treasurer to learn the responsibilities of the position
   c. May be co-signer of all ASC bank accounts
   d. Performs an annual review of the Area’s financial records and checking accounts in July, with findings reported in the Treasurer’s semi-annual report in August
   e. Assists the Treasurer with the semiannual and annual Subcommittee reviews
   f. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation
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G. Regional Committee Member (RCM)

1. Qualifications
   a. Minimum two years continuous abstinence
   b. Service experience at the Area level
   c. The willingness to give the time and resources necessary for the position
   d. Have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of N.A.
   e. A working knowledge of Roberts Rules of Order
   f. Active participation in Narcotics Anonymous

2. Duties
   a. Provides communication between the area and the rest of N.A., primarily the Metro Detroit
      Region of Narcotics Anonymous
   b. Attends all ASC, RSC, and RCM forums
   c. Attends as many group business meetings as possible
   d. Responsible for putting on an annual GSR workshop
   e. Represents and carries our area’s group conscience at all RSC meetings
   f. Prepares and presents reports at all ASC and RSC meetings
   g. Prepares and presents semi-annual (August) and annual (February) reports
   h. Attends the monthly Admin meeting
   i. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute
      trusted servant resignation

H. Regional Committee Member Alternate (RCM Alternate)

1. Qualifications
   a. Minimum of one-year continuous abstinence
   b. Service experience at the Area level
   c. The willingness to give the time and resources necessary for the position
   d. Have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of N.A.
   e. A working knowledge of Roberts Rules of Order
   f. Active participation in Narcotics Anonymous

2. Duties
   a. Performs all duties and has all the powers of RCM in their absence
   b. Attends all ASC, RSC, and RCM forums
   c. Prepares a written report of each ASC meeting for presentation at the RSC
   d. Assists RCM with putting on the GSR workshop
   e. Works closely with the RCM to learn the responsibilities of the position
   f. Attends the monthly Admin meeting
   g. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute
      trusted servant resignation
I. Policy Advisor

1. Qualifications

   a. Minimum two years continuous abstinence
   b. Service experience at the Area level
   c. Previous policy experience at the Area level
   d. The willingness to give the time and resources necessary for the position
   e. Have a working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of N.A.
   f. A working knowledge of Roberts Rules of Order
   g. Active participation in Narcotics Anonymous

2. Duties

   a. Advises the Admin board and the Area on guidelines questions or procedural process
   b. Attends all ASC meetings
   c. Attends group business meetings if requested
   d. Keeps a guidelines revision history between guideline updates in July and January
   e. Shall be responsible for maintaining all approved changes to the MCANA guidelines or that of the MCANA sub committees and creating an addendum after each ASC in which the changes were approved.
   f. Provides the GSR’s with updated copies of the MCANA guidelines each July and January
   g. Prepares semi-annual and annual reports (August and February)
   h. Attends the monthly admin meeting before the area meeting
   i. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation.

J. M.S.O. Board Of Directors Representative

1. Qualifications

   a. Minimum of three years continuous abstinence
   b. Service experience at the Area level
   c. The willingness to give the time and resources necessary for the position
   d. Have a working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of N.A.
   e. A working knowledge of Roberts Rules of Order

2. Duties

   a. This is a three year commitment
   b. To fulfill the duties of a director on the M.S.O. board as detailed by the M.S.O By-laws
   c. To fulfill the directors seat assigned to the committee by the M.S.O By-laws
   d. To represent the Macomb Area at each meeting of the M.S.O. Board
   e. Provide the Macomb Area with a report of the previous M.S.O. board meeting
   f. Provide the Macomb Area with the minutes of the previous M.S.O. board meeting
VI. Qualification and Duties of Area Sub-Committee Positions

A. General Duties of the Area Subcommittees

1. Each subcommittee will follow the suggestions in the corresponding World Service Conference Committee Handbook to the best of its ability
2. Each subcommittee shall submit an itemized budget request in the months of July, November, and March to be taken back to the groups for vote of approval
3. Each Subcommittee will conduct a monthly meeting, and will schedule the time and place of the meeting to be as open as possible to any and all interested members of N.A.
4. Each Subcommittee will give a report of their monthly activities when scheduled in the agenda of each ASC meeting
5. Each Subcommittee will keep minutes of all its meetings
6. Each Subcommittee will keep a record of all income and expenses from every function it sponsors
7. Each Subcommittee will submit all its receipts, financial records and its checkbook (if needed) for review within seven days to the Area Treasurer when requested to do so in writing at the ASC, or when needed for annual reviews
8. The subcommittee chair or representative shall attend all the corresponding Regional Committee meetings

B. General Qualifications for all Committee Chairs

1. Minimum of one-year continuous abstinence
2. The willingness to give the time and resources necessary for the position
3. Have a working knowledge of the 12 Steps and 12 Traditions and 12 Concepts of N.A.
4. A working knowledge of Roberts Rules of Order
5. Active participation in Narcotics Anonymous

C. Administrative Subcommittee

1. This committee will consist of Chair, Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM, and RCM Alternate of M.C.A.N.A.
2. The Administrative Subcommittee will meet monthly at 9:30am on the 2nd Sunday of the month before the Area Meeting
3. The Subcommittee will provide groups with proposed guideline changes and new guideline additions
4. As new subcommittees are formed, this Subcommittee will propose guidelines
5. This Subcommittee will propose special committees to the area for a specific task and time. These special committees shall be known as ad-hoc subcommittees
6. When questions concerning the 12 Traditions and 12 Concepts come up, this Subcommittee shall be used as a resource to find answers
7. Shall maintain a calendar of events and publish it in the monthly minutes or newsletter
8. Shall submit an itemized budget request in April and October to be taken back to the groups for vote of approval
D. Activities Subcommittee

1. The Activities Subcommittee schedules recovery oriented recreational activities
2. The Activities Subcommittee also raises funds for area and regional events. Any cash from an activities event must be immediately deposited in the Activities Subcommittee checking account
3. The amount in the activities checking account shall not exceed $2500.00. These monies are to be used for rental of a hall, DJ / Band and other costs associated with a Dance. The monies can also be used for bowling, picnics, fundraising, and other events planned to provide a place for addicts to enjoy their recovery. Any funds over and above the $2500.00 will be donated to the area during the activities subcommittee report.
4. This Subcommittee consists of Chair, Co-Chair, Treasurer, Co-Treasurer, Secretary, Co-Secretary and any N.A. members involved with Activity Committee functions

a. Activities Chair Duties

   i. Schedule and chair Activities meetings.
   ii. Give monthly report of Subcommittee's events at ASC
   iii. Oversees proper scheduling of events, halls, DJ's etc., and assures that delegated responsibilities of the Subcommittee are properly fulfilled
   iv. Responsible for seeing that all supplies are purchased for each event
   v. Responsible for opening and chairing each event.
   vi. Responsible to make sure that any facility used by the Activities Subcommittee is left as it was found
   vii. Assures cash receipts are safely deposited immediately after each event if the Activities Treasurer or Co-Treasurer is unavailable
   viii. Co-signer of Activities Subcommittee checking account
   ix. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation

b. Activities Co-Chair Duties

   i. Performs all duties and has all powers of the Chair in their absence
   ii. Responsible for setting up tables, making coffee, soft drinks, and any other supplies needed at the event
   iii. Responsible for scheduling kitchen help
   iv. Assures cash receipts are safely deposited immediately after each event if the Treasurer or Co-Treasurer is unavailable
   v. Co-signer of Activities Subcommittee checking account
   vi. Unannounced nonattendance for two consecutive sub-committee meetings or relapse shall constitute trusted servant resignation
c. Activities Treasurer Duties

i. Responsible for collecting all monies at Activities Subcommittee events, and assures cash receipts are safely deposited in the Activities checking account immediately following said events
ii. Prepares a monthly financial report including records of all income and expenses and delivers said report directly and personally to the Macomb ASC.
iii. Prepares an annual financial report that is to be presented every June to the ASC
iv. Responsible for scheduling people to sell concessions, 50/50 Raffle tickets, and keep track of all monies from these sales
v. Primary signer of Activities checking account
vi. Unannounced nonattendance for two consecutive sub-committee meetings or relapse shall constitute trusted servant resignation

d. Activities Co-Treasurer Duties

i. Performs all duties and has all powers of the Treasurer in their absence
ii. Accompanies the Treasurer to the bank to assure cash receipts are safely deposited immediately after each Activities event
iii. Co-signer of Activities Subcommittee checking account
iv. Responsible for scheduling Serenity Keepers
v. Unannounced nonattendance for two consecutive sub-committee meetings or relapse shall constitute trusted servant resignation

e. Activities Secretary Duties

i. Keeps accurate minutes of each Activities meeting
ii. Keeps mailing and phone lists of all active members of Activities Committee
iii. Unannounced nonattendance for two consecutive sub-committee meetings or relapse shall constitute trusted servant resignation

g. Activities Co-Secretary Duties

i. Performs all duties and has all powers of the Secretary in their absence
ii. Helps set up facility for Activities functions
iii. Responsible for keeping event volunteer positions filled
iv. Unannounced nonattendance for two consecutive sub-committee meetings or relapse shall constitute trusted servant resignation
Macomb Area Of Narcotics Anonymous Guidelines

E. Hospitals and Institutions Subcommittee

1. H & I carries the Narcotics Anonymous message and distributes literature to facilities housing addicts seeking recovery throughout Macomb County

2. The H & I Subcommittee shall consist of a Chairperson, Co-Chairperson, Secretary, Co-Secretary, Literature Coordinator, and a Panel Coordinator

a. Chairperson Duties

i. Prepares an agenda for each subcommittee meeting

ii. Give monthly report of Subcommittee’s events at ASC

iii. Attends each meeting of the regional H&I subcommittee and brings a report of its activities back to the H&I Subcommittee

iv. Works with the Panel Coordinator(s) to draft all correspondence to facilities served.

v. Unannounced nonattendance for two consecutive area meetings or relapse shall constitute trusted servant resignation

b. Co-Chairperson Duties

i. Helps chairperson keep proceedings orderly

ii. Acts as chairperson in the case of chairperson's absence

iii. If the office of Chairperson becomes vacant, serves as the chair until confirmed by the ASC or until new chair is elected

iv. Unannounced nonattendance for two consecutive Subcommittee meetings or relapse shall constitute trusted servant resignation

c. Secretary Duties

i. Record minutes of all subcommittee meetings

ii. Copy and distributes those minutes

iii. Keep records of all subcommittee members addresses and telephone numbers

iv. Keep copies of all guidelines, rules, and regulations from any institution visited by H & I volunteers

v. Maintains meeting referral information about the fellowship so that panel leaders can refer those leaving an H&I setting for another area, to a meeting or help line number

vi. Unannounced nonattendance for two consecutive Subcommittee meetings or relapse shall constitute trusted servant resignation

d. Co-Secretary Duties

i. Acts as secretary in the case of Secretary’s absence

ii. Responsible for storing of minutes from each monthly meeting

iii. Maintains the master H & I volunteer list and collects and circulates sign-up sheets for new volunteers at area meetings

iv. Unannounced nonattendance for two consecutive Subcommittee meetings or relapse shall constitute trusted servant resignation
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g. Literature Coordinator Duties

i. Distributes Narcotics Anonymous World Services approved literature or other approved items used in carrying the N.A. message, to panel leaders

ii. Keeps complete records of all distributions, and gives an itemized report at the regular subcommittee meetings on what literature was distributed to each institution

iii. Assesses each institution’s literature needs regularly to ensure that literature distributions are reasonable

iv. Unannounced nonattendance for two consecutive Subcommittee meetings or relapse shall constitute trusted servant resignation

h. Panel Coordinator Duties

i. Oversees that meetings and presentations are conducted in accordance within the guidelines of the H&I Subcommittee and the rules of the facility

ii. Liaison between the H&I subcommittee and a given facility. A single person may act as Panel Coordinator to multiple institutions as needed

iii. In the event that no panel coordinator can be placed for a particular institution, the responsibilities of the panel coordinator for that institution will fall to the Co-Chairperson or Chairperson if no Co-Chair is available

iv. Unannounced nonattendance for two consecutive Subcommittee meetings or relapse shall constitute trusted servant resignation

i. Blue Book Banquet

i. The Blue Book Banquet is a fund raising event created to purchase Basic Texts for the facilities housing addicts seeking recovery throughout the Macomb County Area only.

ii. The Blue Book Banquet will be referred to as BBB in these Guidelines

iii. The BBB does not require any startup funds

iv. The BBB treasurer will record all income and expenses and will also provide a complete list of all facilities that receive Basic Texts purchased through this fund raising effort.

v. All monies collected from the event after expenses are paid shall be used to purchase Basic Texts only.

vi. This is a once a year event and is organized and maintained completely by the Macomb Area H&I subcommittee.
Macomb Area Of Narcotics Anonymous Guidelines

F. Literature Subcommittee

1. This subcommittee consists of Chair and any N.A. member who wishes to carry the message of recovery within our literature
2. This subcommittee shall partake in the development and approval process of Narcotics Anonymous literature
3. Unannounced nonattendance of chairperson for two consecutive area meetings or relapse shall constitute trusted servant resignation

G. Public Relations Subcommittee

1. This subcommittee consists of Chair and any N.A. member who wishes to better carry the message of recovery to those who have not heard of us or misinterpret us. This committee will inform the public that N.A. exists and offers recovery from the disease of addiction
2. This subcommittee shall unify efforts of public information and relations inside and outside the fellowship
3. This subcommittee will keep examples and guidelines of all information that has been used to carry out the tasks of this subcommittee
4. Unannounced nonattendance of chairperson for two consecutive area meetings or relapse shall constitute trusted servant resignation

H. Helpline Subcommittee

1. This subcommittee consists of Chair and any interested N.A. member who wishes to better carry the message of recovery by maintaining and coordinating a system through which the still suffering addict and interested parties can directly contact the N.A. Fellowship
2. The Chair will report to the ASC on Regional Help line committee issues
3. Notify MSO in event of meeting changes in Macomb County in case where Outreach Chair position is not filled
4. Unannounced nonattendance of chairperson for two consecutive area meetings or relapse shall constitute trusted servant resignation

I. Newsletter Subcommittee

1. This subcommittee consists of Chair and any N.A. member who wishes to carry the message of recovery within our newsletter, “Macomb Miracles”
2. This subcommittee will attend all A.S.C. meetings and deliver copies of the Macomb Miracles for distribution throughout the Macomb Area
3. This subcommittee is responsible for reporting information regarding any N.A. Fellowship activities such as fund-raisers, anniversaries, etc.
4. Unannounced nonattendance of chairperson for two consecutive area meetings or relapse shall constitute trusted servant resignation
Macomb Area Of Narcotics Anonymous Guidelines

J. Outreach Subcommittee

1. This subcommittee consists of a Chair and other interested addicts who wish to help enhance the unity within our area by reaching out to groups not normally in contact with the A.S.C.
2. This subcommittee compiles and maintains a master list of group attendance at the A.S.C.
3. This subcommittee will deliver Area meeting minutes to as many area groups as possible that do not have GSR’s in attendance at the A.S.C.
4. This subcommittee will report back to the A.S.C. with answers from concerned members of said groups to the questions on how the area can best serve them
5. Work with P.R. to make the message of recovery available to addicts in areas not having local meetings
6. Unannounced nonattendance of chairperson for two consecutive area meetings or relapse shall constitute trusted servant resignation
7. Notify MSO in event of meeting changes in Macomb County

K. Area Website Subcommittee

1. This committee consists of the Area Web Servant (AWS), who will act as committee chair, and any N.A. member who wishes to better carry the message of recovery to N.A members and the general public via the internet though the Macomb ASC website.
2. The chair of this committee is required to have a minimum of 1 year Public Relations experience
3. The chair will act as ASC’s representative to all Statewide Website committee meetings
4. The Macomb Area shall be responsible for furnishing the necessary software to perform the tasks of this subcommittee.
5. The software provided will remain the property of the Macomb Area upon completion of the chairperson’s term.
6. The AWS will follow the suggested guidelines for the statewide website by the State of Michigan Website Committee (SMWC) and the suggestions in the World Service Conference Committee Handbook for Public Relations
7. The AWS will maintain the online meeting list for the Macomb Area in a timely manner and publish all information regarding meeting cancellations and or changes in location and time.
8. The AWS will work closely with all area subcommittees to assure timely posting of all events.
9. The AWS will keep at least 12 months of Macomb Area monthly minutes online for access by GSR’s
10. The AWS will post the Macomb Miracles online for addicts to access.
11. The AWS will monitor the ASC’s email as the ASC’s primary web contact and will respond in a timely manner or forward the email to the appropriate ASC trusted servant for response.
12. Unannounced nonattendance of the chairperson for two consecutive area meetings or relapse shall constitute trusted servant resignation.
Macomb Area Of Narcotics Anonymous Guidelines

L. MACNA (Macomb Area Convention of Narcotics Anonymous)

1. This subcommittee is responsible for conducting an area convention which is designed to encourage unity and celebration of recovery within the Macomb Area.
2. The Macomb Area decided to have this convention to bring our membership together in the celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship amongst our members.
3. This subcommittee has its own set of guidelines which define its purpose and directs its committee members to carry out the task of putting on this convention.
4. The MACNA subcommittee has a standing startup prudent reserve of $3000.00 which is maintained in a separate bank account.
5. The MACNA subcommittee is fully responsible for the funds and expenses of this convention.
6. All funds that remain after the prudent reserve is returned and all expenses are paid will be given to the Macomb Area.
7. The money donated to the Macomb Area will be added to their bank account and then be dispersed per the financial section of these guidelines in Section VII.

VII. DISBURSEMENT of M.C.A.N.A. funds

A. Definitions of Funds

1. Prudent Reserve - The M.C.A.N.A. 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 the cost of one month's rent and cost of mailing the monthly minutes, $50 to cover administrative expenses, $50 to provide for RCM expenses and $50 to provide start-up for new meetings. This amount shall not be in excess of $825.00.
2. The current amount of the Prudent Reserve shall be submitted in each Administrative Committee budget.
3. General Fund - the accumulated Group Donation, 7th Tradition, and Subcommittee proceeds for the month, to be used to fulfill the Area's monthly obligations.
4. The General Fund shall be created every month at the area meeting and all funds shall be dispersed from it as provided under Section VII C.2.

B. Sources of Funding

1. Group Donations - Group donations shall go into the General Fund for the month they are donated.
2. Subcommittee Proceeds - any funds submitted to the Area from its various subcommittees, either as returns from monies not used or as profits from activities sponsored by the area shall go into the General Fund for the month they are received.
3. 7th Tradition - 7th Tradition donations shall go into the General Fund for the month they are donated. Any funds donated not from the Groups or Subcommittees of the Macomb Area shall be considered 7th Tradition donations.
C. Area Financial Obligations

1. Normal Obligations - Normal obligations are those incurred, or that can be reasonably expected to be incurred, by the Area during a given month. Normal obligations do not require approval by the groups to disburse.

   a. Any obligations mentioned under the Prudent Reserve definition, Section VII A.1, up to the amounts indicated in that definition
   b. H & I - up to the current budgeted amount, more to be approved per month by special motion during H & I Chair report
   c. PR - up to the current budgeted amount, more to be approved per month by special motion during PI Chair report
   d. Newsletter - up to the current budgeted amount, more to be approved per month by special motion during Newsletter Chair report
   e. Helpline - up to the current budgeted amount, more to be approved per month by special motion during Helpline Chair report
   f. Literature - up to the current budgeted amount, more to be approved per month by special motion during Literature Chair report
   g. Outreach - up to the current budgeted amount, more to be approved per month by special motion during Outreach Chair report
   h. Area Website Committee - up to the current budgeted amount, more to be approved per month by special motion during Area Website Chair report

2. Payment Priorities - Monies from the General Fund established each month shall be paid according to the following descending priority.

   a. Rent as defined in the current budget
   b. Area meeting minutes costs up to the current budgeted amount
   c. H & I - up to the current budgeted amount
   d. PR - up to the current budgeted amount
   e. Outreach - up to the current budgeted amount
   f. Helpline - up to the current budgeted amount
   g. Literature - up to the current budgeted amount
   h. Newsletter - up to the current budgeted amount
   i. Area Website - up to the current budgeted amount
   j. RCM - Reimbursement of incidental costs incurred by our RCM and RCM alternate in conjunction with their duties up to $50
   k. Administrative Costs - Up to the current budgeted amount
   l. Prudent Reserve - Any monies left after payment of the preceding obligations shall be used to replenish the Prudent Reserve to the level defined in Section VII A.1
   m. General Fund - Any monies remaining in the General Fund after the preceding obligations are met, shall be given to the RCM or RCM alternate to be taken to the Region as the Area's monthly donation unless overridden by two thirds vote of active groups, until further directed by the groups as to disposition of the affected funds.
3. Payment of obligations
   
a. In order to track the Area's spending during the course of the monthly meeting the
   Treasurer shall announce the remaining amounts available in the General Fund:
      
      i. Following the Group and 7th Tradition donations, and prior to the Area
         Subcommittee Reports
      ii. Immediately following New Business
      iii. Whenever the amount is required as a point of information

   b. The Treasurer will keep a running total of the amount left in the General Fund as each
   disbursement is made. Payment shall be made in the following manner:
      
      i. Any normal out of pocket costs incurred by a trusted servant as outlined in Section
         VII C.1 with cash provided that the trusted servant turns in the original receipt
      ii. Any amount over $50 shall be paid by check
      iii. Any amount under $50 may be paid as cash or by check, whichever is most practical
           as deemed by the Treasurer
      iv. All checks shall be made out to the provider of the goods or services to be purchased
          The Treasurer should avoid making any check out in the name of a Trusted Servant
          or to Cash

   c. All disbursements made shall be accompanied by an itemized receipt for the item(s) or
   service(s) purchased.
      
      i. Original receipts must be provided whenever practical. A photocopy of the original
         receipt will be acceptable in other cases
      ii. Receipts must clearly state the name and phone number or address of the business
         receiving payment
      iii. For monies paid in advance of the purchase, the receipt for the purchase must be
           turned in at the next regular monthly Area Meeting. The Treasurer can require the
           submission of missing receipts as a prerequisite to releasing any further funding.

D. Special Obligations

1. Special projects are those undertaken by M.C.A.N.A. that does not fall under the scope of
   normal obligations. Such projects include, but are not limited to: Area workshops, learning
   days and mini-conventions, and sponsorship of Regional business meetings, workshops,
   learning days or conventions.

2. All motions to fund special projects must be sent back to the groups for approval.
3. Funds - Funding for any special projects shall be provided in the following manner:

b. A committee or group seeking funds shall provide as part of a normal motion an expected monthly expenditure estimate, as well as an estimate of the length of time in months in which such funding will be required.

c. The estimate shall be sent to the groups as part of the motion for approval of the project.

d. Upon approval of the groups, funding as estimated will be provided for the special project exactly as any other normal obligation of the area would be treated. Special projects will be prioritized after all other normal business and before disbursement of funds to the Region, unless otherwise prioritized by approval of the groups.

e. The Chair or group overseeing the special project shall provide monthly financial statements and receipts for all items and services purchased.

f. Funding over and above monthly estimates may be provided by special motion and need not go back to the groups for approval, as long as the funding does not exceed $50.00.

g. Funding beyond the original estimate of time the monies would be needed must be sent back to the groups for re-approval.

4. Disbursement of Proceeds - Should a special project result in funds remaining unused or funds generated in excess of those supplied, they shall be dispersed in the following manner:

a. The Chair or group overseeing the special project will provide a closing financial statement, along with the monies to be dispersed, to the Treasurer.

b. In the case of events sponsored or cosponsored with another Narcotics Anonymous service organization, the Treasurer will evenly divide the proceeds and make payment to the other service organization(s) according to the guidelines set under Sections VII C.3.

c. The Treasurer shall be required to receive receipts from the representatives of other service organizations to whom special project funds have been disbursed which note the representative's name and organization.

5. Funding Requests - Funding requests received from other Narcotics Anonymous Service Organizations must be referred back to the groups except in the following instance.

a. Funding requests for $50 or less may be immediately voted upon if money exists in the General Fund after all other normal obligations and special projects are funded.

b. Emergency Funding up to $100 may be provided after all other normal obligations and special project are funded. This must be approved by a 2/3 majority vote of the GSRs present.
### VIII. MCANA At a Glance Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
<th>Responsibility/Affects</th>
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| January | • Nominations (Area Admin) (to be taken back to groups) | All Area Admin  
• Chair  
• Co-Chair  
• Secretary  
• Co-Secretary  
• Treasurer  
• Co-Treasurer  
• RCM  
• RCM Alternate  
• Policy Advisor  
• Report to the Area on the Sub-Committee’s Financial Records | Area Treasurer  
• Provide updated copies of the Guidelines to the Area | Policy Advisor |
| February | • Elections (Area Admin)  
• Administration Committee Annual Reports | GSR’s  
• Area Chair  
• Area Co-Chair  
• Area Secretary  
• Area Treasurer  
• RCM  
• Policy Advisor |
| March | • Submit Budget Request (to be taken back to groups) | All Sub-Committees  
• Activities  
• H&I  
• PR  
• Newsletter  
• Helpline  
• Literature  
• Outreach  
• Area Web Site |
| April | • Vote on Sub-Committee’s Budget Request  
• Submit Itemized Budget Request (to be taken back to groups) | GSR  
• Administrative Committee |
<table>
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<tr>
<th>Month</th>
<th>Activity</th>
<th>Responsibility/Affects</th>
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<tr>
<td>May</td>
<td>• Vote on Administration committee Budget Request</td>
<td>• GSR</td>
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<td>• Nominations (Sub-Committee) (to be taken back to groups)</td>
<td>All Sub-Committees</td>
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<td>• Activities</td>
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<td>• Area Web Site</td>
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<td>June</td>
<td>• Elections (Sub-Committees)</td>
<td>• GSR</td>
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<td>July</td>
<td>• Submit Budget Request (to be taken back to groups)</td>
<td>All Sub-Committees</td>
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<td>• Provide updated copies of the Guidelines to the Area</td>
<td>• Policy Advisor</td>
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<td>• Review of the Area’s Financial Records</td>
<td>• Co-Treasurer</td>
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<td>August</td>
<td>• Vote on Sub-Committee’s Budget Request</td>
<td>• GSR</td>
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<td>• Administration Committee Semi-Annual Reports</td>
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<td>• Policy Advisor</td>
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<td>September</td>
<td>• Report to the Area on the Area’s Financial Records</td>
<td>• Co-treasurer</td>
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<td>• No Scheduled Activities</td>
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<td>October</td>
<td>• Submit Itemized Budget Request (to be taken back to groups)</td>
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<td>November</td>
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<td>• Submit Budget Request (to be taken back to groups)</td>
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<td>• Area Web Site</td>
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<td>December</td>
<td>• Vote on Sub-Committee’s Budget Request</td>
<td>• GSR</td>
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<td>• Review Sub-Committee’s Financial Records</td>
<td>• Area Treasurer</td>
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### IX. Revision History

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<tr>
<th>Date</th>
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<td>02/14/2010</td>
<td>Updated by Ad-Hoc Policy Committee</td>
<td>Frank K</td>
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<td>03/08/2014</td>
<td>Added Policy position as approved by motion 01122014-2 January 2014</td>
<td>Frank K</td>
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<tr>
<td>03/08/2014</td>
<td>Added Financial section 7.1 changes by motion 01122014-3 January 2014</td>
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<tr>
<td>04/13/2014</td>
<td>Removed changes made last month per motion 03092014-2</td>
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<td>02/07/2015</td>
<td>Completely revised per Policy committee meetings</td>
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<td>03/08/2015</td>
<td>Guidelines Approved by Macomb Area Groups</td>
<td>Frank K</td>
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<td>04/11/2015</td>
<td>Added Index to these guidelines with permission of GSR’s</td>
<td>Frank K</td>
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