S.M.M.A.N.A

Southern Mid-Michigan Area
Of Narcotics Anonymous

Operating Guidelines/Policy
Service Prayer

God, grant us knowledge that we may serve according to your divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that this may truly be your work, not ours - in order that no addict, anywhere, need die from the horrors of addition.

Everything that occurs in the course of N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for his reason that we began this work. We must always remember as individual members, groups, and service committees; we are not and never should be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.
S.M.M.A.N.A POLICY /GUIDELINES

Definition

The Area Service Committee (ASC) is made up of group service representatives (GSR’s), area elected trusted servants, and all sub-committee chairs.

Purpose

The committee is designed to serve the common needs of member groups

Function

- Meets the fourth Saturday or Sunday of every month. Meeting will take place before or during Area events when possible to allow less travel for all parties involved. Time and location will be determined in advance according to Area Calendar of Events when possible and will also be discussed at the ASC meetings under New Business.
- Promote unity of its member groups.
- Provide a communication link between the groups, region, and the worldwide NA fellowship.

Policies and Procedures

- **Regional Donations**: A bi-monthly donation may be sent with the RCM or ALT RCM to the Michigan Regional Service Committee of Narcotics Anonymous so that our Area can help continue to carry the message to the addicts who still suffer.
- **World Level Donations**: The ASC will decide upon an appropriate amount to send to the WSC whenever there is a substantial amount of income from our larger annual activities such as the Hog Roast or Spiritual Retreat.
- **Disbursement of Area Funds**: The Treasurer must sign all checks. Failure to do so will make it impossible to cash a check written by the ASC.
- A prudent reserve of $_____ will be maintained.

Voting Procedures

Definition and Explanation of Consensus Based Decisions

In an effort to allow for a Higher Power to guide our area business decisions, the S.M.M.A.N.A. Area Service Committee (ASC) strives to carry out ALL its work based on the concept of Consensus Based Decisions. This means that all viewpoints have been considered while, at the same time, trying to find a common ground that the decision makers present at the ASC can support, even though the eventual decision may not be the exact desire of those decision makers. The discussion process is open to any addict present at the ASC meeting and takes place until no more progress is evident. However, who
actually makes the decisions concerning the business discussed at the ASC is determined in the following subsections.

- When a motion is brought before the committee, discussions will take place for ten minutes or until all parties are in agreement, whichever comes first.

- If consensus cannot be reached on an issue it will go to GSR’s only. If substantial consensus by the GSR’s only fails, then the matter will be taken back to member groups for a vote.

- **Quorum:** A quorum shall consist of a simple majority of active member groups. If a group is not represented at two consecutive regularly scheduled S.M.M.A.N.A. ASC meetings, it will be accorded “inactive” status for the sake of determining quorum at the second meeting. Active status shall be returned upon that group attending a S.M.M.A.N.A. ASC meeting. A quorum must be reached; once quorum is reached it will be maintained through the close of business.

- **Area Motions:** All members of the committee may make motions. A member is defined as anyone attending 2 consecutive S.M.M.A.N.A. meetings. The Area Secretary has motions forms that are completed and handed to the Chairperson for New Business.

- **Regional and World Motions:** Any motions by the Region or WSC must be sent back to groups at the request of Region or WSC.

- **Inactive Groups:** Groups that do not participate in the ASC meetings will be contacted by the Area Chairperson and encouraged to send a GSR or Alt-GSR or by sending a report when absent. Once they have been given ample time to participate, they may be removed from the meeting list per consensus based discussion

### Nominations and Elections of Trusted Servants

**General information:**

- **January Elections:** Chair, Co-Chair, Treasurer, Co-Treasurer, Secretary, Co-Secretary, RCM, and Alt-RCM

- **July Elections:** Hospitals & Institutions, Activities, Public Information, Policy, Literature, and Web Servant

- If a (prospective) nominee is absent they may submit a letter of willingness, including their qualifications. Resignation can be given at will. If a position is vacated in mid-term a new trusted servant may be voted in immediately and the position will re-open to any nominee(s) the next election for that position.

**Removal**

The criteria for removal of any elected positions are any one of the following: relapse, 2 consecutive absences without a written report or pre-arranged
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representation, 4 absences in a year, or vote for removal by 2/3 of the voting members for failure to perform the duties and responsibilities of the position. This will be done only after the ASC Chairperson has attempted to make contact with that individual to appeal their removal.

Qualifications

- All trusted servants must have the willingness and a desire to serve, a working knowledge of the 12 Steps and 12 Traditions, an NA Sponsor, NA Home Group, have an understanding of the NA service structure and the responsibilities of the position held, and the ability to give the time and resources necessary to fulfill the position. It is also helpful to understand the 12 Concepts of NA Service.

- Administration positions also must have prior service experience, such as a GSR, Group Secretary, Group Treasurer, or Sub-Committee member. All Administrative positions are voting members, except the Chairperson. The clean time requirement for each position is listed with that position description.

- Trusted Servants will give oral and written reports regarding their position at the ASC on a monthly basis and forward to the Area Secretary for minutes

Position, Clean Time, Duties, and Responsibilities

Chairperson

- 1 year commitment
- Minimum 2 years continuous abstinence from all drugs
- Knowledge of all Area Administration positions
- Minimum 1 year of Area level service
- Guides the decision making process of consensus, to keep meetings orderly and peaceful, and to attempt to maintain an atmosphere of recovery through the use of principled discussion
- Arrange and distribute an agenda for and presides over the monthly ASC meeting.
- Handles correspondence not covered by other administrative positions or sub-committees
- Not a voting member, except when a vote is tied by GSR’s
- Cannot hold any other Area elected positions or be a GSR

Co-Chairperson

- 2 year commitment; 1 year learning position and next year as Chairperson
- Minimum 1 year of continuous abstinence from all drugs
- Minimum 1 year of Area level service
- To assist the Chairperson in the performance of their duties and assume the duties of the Chairperson in their absence
- Stays current with all sub-committee activities

Secretary

- 1 year commitment
- Minimum 6 months of continuous abstinence from all drugs
- Keeps accurate minutes of each ASC meeting
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- Distributes copies of minutes to each ASC member by postal mail or electronically as requested in a timely manner, no later than 2 weeks after the ASC meeting meets each month.
- Maintains a current list of Area Trusted Servants and GSR contact information. This list is accessible only to these listed servants.
- Maintains files and archives, which includes a copy of the minutes and any correspondence with the ASC meeting.

Co-Secretary
- 2 year commitment; 1 year learning position and next year as Secretary.
- Minimum 6 months of continuous abstinence from all drugs.
- Willingness to assume the Secretary position after 1 year.
- To assist the Secretary in the performance of their duties and assume the duties of the Secretary in their absence.

Treasurer
- Minimum 2 years continuous abstinence from all drugs.
- Minimum 1 year experience at the S.M.M.A.N.A. ASC.
- Maintains all financial records and oversee financial activities of S.M.M.A.N.A.
- Receives all donations from individuals, groups, and sub-committees and gives receipts for money collected.
- Deposits all monies received at ASC or area activity and signs all checks for monies disbursed.
- Makes a report of contributions and expenditures at every ASC meeting.
- Be willing to discuss financial status of ASC and make financial recommendations.
- 2 year commitment to allow sufficient time to mentor co-Treasurer.

Co-Treasurer
- Minimum 2 years continuous abstinence from all drugs.
- Minimum 1 year experience at the S.M.M.A.N.A. ASC.
- Assists in the duties of the Treasurer and performs duties in the absence of the Treasurer.
- Works closely with the Treasurer to learn the responsibilities of that position.

Regional Committee Member (RCM)
- Minimum 2 years continuous abstinence from all drugs.
- Attends all MRSCNA meetings (every other month), participating in any decisions.
- Represents and speaks for the members and groups of the Southern Mid Michigan Area in matters pertaining to the Michigan Regional Service Committee (Region or MRSCNA).
- Provides two-way communication with the Michigan Region.
- Must provide a thorough report from the MRSCNA meetings.
- Must be prudent in travel and lodging, access to transportation will be needed.

Alternate Regional Committee Member (RCMA)
- Minimum 1 year continuous abstinence from all drugs.
- Attends MRSCNA meetings with RCM, becoming familiar with the job and performing the duties of the RCM’s in his/her absence.
- Must be prudent in travel and lodging, access to transportation will be needed.
- 2 year commitment; 1 year learning position and next year as RCM.
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Policy Sub-Committee Chairperson
- Minimum 1 year continuous abstinence from all drugs
- Considers all motions that effect area guidelines
- Entrusted to make housekeeping changes to guidelines
- Hold policy committee meetings as needed

Public Information (PI) Jackson position and Adrian position Chairpersons
- Minimum 1 year continuous abstinence from all drugs
- Hold Public Information committee meetings as needed, preferably on a monthly basis
- Reading and primary use of the Public Relations Handbook for direction, structure, and guidance. Will also consult with the Hospitals and Institutions committee as needed to collaborate and meet with facility directors upon holding H&I meetings in those facilities
- Maintain a telephone information service (phone line) providing up to date and accurate meeting and contact information (web address, P.O. Box, Help Line, etc.) for the Southern Mid Michigan Area.
- Create, print, and distribute meeting lists quarterly, or as needed, to NA meetings, and other appropriate locations in each area city. The ASC has final decision as to removing inactive meetings from the meeting list.
- Plan and complete various projects, including mailings, to reach our public announcing our presence, our primary purpose, and how to contact us. Many of the suggested projects are found in the PR Handbook.
- Discuss projects at the ASC for input and approval of funds
- Respond to media inquiries, conduct public presentations
- Keep accurate records of projects and monies spent, provide ASC treasurer receipts for any ASC money spent
- Holds fund raisers as needed to supplement ASC monies needed to carry the message

Hospitals and Institutions (H&I) Chairperson
- Minimum 1 year continuous abstinence from all drugs
- Carry the message of recovery to the non-addict and addicts in hospitals, institutions, or any facility who otherwise might not hear our message
- Holds monthly meetings and elects trusted servants within their committee to conduct committee business at institutions within the Area
- Committee recommends the next H&I Chairperson to Area at election time
- Reading and primary use of the Hospitals and Institutions Handbook
- Holds Informational workshops periodically to encourage H&I participation
- Reports to ASC regarding literature needed for institutions/meetings and distributes literature accordingly
- Holds fund raisers as needed to supplement ASC monies needed to carry the message
- Maintains contact list of each facility served and committee members
- Provides receipts to the ASC Treasurer for all ASC money spent
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Activities Chairperson

- Primary purpose of this committee is:
  - Provide an atmosphere of recovery wherein we put on “clean” activities for addicts, their families, and any potential addicts
  - Raise funds for the S.M.M.A.N.A. ASC to carry the message to the addicts who still suffer through H&I, PI, and other Regional /World donations

- Minimum 1 year continuous abstinence from all drugs
- Holds monthly meetings and elects trusted servants within their committee to conduct committee business
- Encourages support and input from S.M.M.A.N.A. groups and NA members to announce, set up, tear down, and plan various activities. It is a GROUP effort and NOT a committee of one
- Determines annual Calendar of Events, rotating activities to cities within the S.M.M.A.N.A. area when possible
- Makes and Prints flyers for activities and send electronically to all GSR’s to copy and /or announce. Distribute flyers as necessary to each group via GSR at Area meeting
- Discuss upcoming activities at the ASC for input and approval of funds
- Complete Activity Report Form after each activity and report out to ASC members. Keep records to hand down to next Activities Chairperson including but not limited to event history, event tasks, previous calendar of events, etc.

Literature Chairperson

- Minimum 1 year continuous abstinence from all drugs
- Hold discussions on any new literature in development, the results are to be compiled and forwarded to the WSC and/or RSC
- Read, update or improve existing literature with results to be forwarded to the WSC and/or RSC
- Hold literature workshops to support Area efforts and notify all Area groups of these meetings

Web Servant

- Minimum 1 year continuous abstinence from all drugs
- Oversee the S.M.M.A.N.A. web site, adding and deleting information that is relevant to our Area including but not limited to: Meeting time/days/locations, Contact information, Upcoming events, Area guidelines and dates of ASC meetings, archive of ASC minutes
- Stay in contact with Regional Web Servant for troubleshooting and maintenance of site
- Continuous training through Regional Web Servant to “clean up” and reduce Space used on Regional Site

*These are only guidelines and may be changed as needed with ASC consensus
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Amendment 1 – Approved at ASC March 15, 2014

In order for a meeting to be added to the SMMANA meeting list and phone line the following must occur:

- The meeting must be self sustaining for three months
- Meeting must be represented by GSR at ASC meeting

At that time the meeting may be submitted to area and must be approved/