

MASCNA POLICY

22 December 2021

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1. ARTICLE ONE: THE PURPOSE OF THE AREA

An “area” of a local NA Community is formed by a significant number of NA groups. An Area Service Committee (ASC) consists of representatives from each group, as well as several subcommittees.

The ASC meets monthly for the purpose of serving the needs of its groups. Whenever a group needs the ASC’s help, their members can come to the ASC meeting to find the help they need from other groups or members in the area. The ASC also performs those actions which most individual groups cannot do, such as carrying the message through subcommittee action, sponsoring various activities, and working with other area, regional, and world service committees.

By bringing groups together in this way, the ASC helps to strengthen unity within the local fellowship. We can accomplish a lot when we work together.

2. ARTICLE TWO: MEMBERSHIP QUALIFICATIONS

Groups conforming to the six points of an NA group explained on page 25 of *A Guide to Local Services* will be recognized as a voting member after two consecutive ASC meeting attendances. Unrecognized groups will have the opportunity to give reports after all recognized groups finish.

All groups in the Marietta area should send their GSR to the ASC each month. Groups missing two consecutive ASC meetings are considered inactive and cannot participate in area business until they have attended two consecutive ASC meetings following those absences. Voting privileges are restored after the second consecutive attendance.

3. ARTICLE THREE: ADMINISTRATIVE SUBCOMMITTEE

The Administrative Subcommittee is composed of the ASC Chair, Vice Chair, Secretary, Secretary Alternate, Treasurer, Treasurer Alternate, Regional Committee Member, Regional Committee Member Alternate, Literature Distribution Chair, and Literature Distribution Chair Alternate.

A. General Requirements for Nomination to the Administrative Subcommittee

In addition to the requirements that a specific position has, the Administrative Subcommittee has the following requirements:

1. Willingness to serve in that position.
2. The ability to make a time commitment for the entire duration of the position.
3. The time and the resources to fulfill their responsibilities.
4. A working knowledge of the 12 Traditions.
5. Any member of the Administrative Subcommittee may not simultaneously carry out GSR responsibilities of any group at the ASC meeting.

B. ASC Chair

1. **Qualifications**
 - a. Two years clean time.
 - b. One year of service experience in Narcotics Anonymous.

- c. Knowledgeable in ASC policy and basic parliamentary procedure.

2. Duties

- a. Co-signer of the ASC bank account.
- b. Presides over ASC meetings.
- c. Refrains from offering personal opinions except during Committee of the Whole (8.E).
- d. Maintains ASC archives.
- e. Submits a “State of the area” report at the June ASC meeting. The report should include the number of groups and meetings in the area and the average attendance at ASC meetings. The report should also discuss the area’s strengths and weaknesses, significant accomplishments of the past year, and problem situations currently facing the area.
- f. At the end of their term, co-facilitates, with the outgoing Treasurer, a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- g. Submits an annual itemized budget to the ASC in December for approval.

C. ASC Vice Chair

The Vice Chair is automatically a candidate for the Chair position in the next election cycle. Their name will be submitted to the groups in May, along with any other nominees.

1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.
- c. Willingness to serve as ASC Chair next election cycle.

2. Duties

- a. Co-signer of the ASC bank account.
- b. Performs the duties of the Chair in their absence or vacancy.
- c. Coordinates the activities of ASC subcommittees when needed.
- d. Acts as temporary subcommittee chair for any Marietta area subcommittee having a vacant chair position.

D. Secretary

1. Qualifications

- a. One year clean time.
- b. Six months of service experience in Narcotics Anonymous.

2. Duties

- a. Creates accurate minutes of the ASC meeting.
- b. Minutes to include:
 - All business conducted at the ASC meeting.
 - Highlights motions and other action items going back to groups.
 - All reports submitted by the ASC subcommittees.
 - Information from Region and World.
 - Fliers and bulletins.

- Information on any upcoming events.
- c. Within ten days of the ASC meeting distributes the minutes to participants by e-mail or by other means when necessary.
- d. Maintains and organizes an ongoing electronic archive containing meeting minutes, reports and any documentation provided to the ASC.
- e. Provides paperwork to trusted servants at the monthly ASC meeting, including: GSR report, Literature order form, Motion and Nomination forms, ASC meeting outline. Compiles a list of all motions passed by the ASC during the past year (excluding procedural or housekeeping motions) and submits it at the June ASC meeting. This allows members in the area to see at a glance much of what has been accomplished in the past year.
- f. Provides an annual ASC meeting schedule at the June ASC meeting.
- g. Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- h. Submits an annual itemized budget to the ASC in December for approval.

E. Secretary Alternate

1. Qualifications

- a. One year clean time.
- b. Six months of service experience in Narcotics Anonymous.
- c. Willingness to serve as Secretary next election cycle.

2. Duties

- a. Assists Secretary in all duties.
- b. Performs the duties of the Secretary in their absence.

F. Treasurer

1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.
- c. One year experience as Group Treasurer or strong life experience with financial matters.

2. Duties

- a. Co-signer of the ASC bank account.
- b. Keeps records of all income and expenditures, including receipts.
- c. Follows the financial guidelines outlined in this policy, as well as forms and suggestions for record keeping outlined in the NA *Treasurer's Handbook*.
- d. Pays monthly bills.
- e. Disburses other funds as indicated by ASC decisions and ASC financial guidelines
- f. Provides copies of the balanced checking account statement and financial report forms at the beginning of the ASC meeting.
- g. Deposits all money collected by the ASC within two business days of the ASC meeting.

- h. Obtains certified resolution authorization card from bank.¹
- i. Submits an annual itemized budget to the ASC in December for approval.
- j. At the end of their term, co-facilitates, with the Chair, a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- k. Submits the annual audit, as described in this policy's financial guidelines, and a brief report evaluating the area's financial situation at the June ASC meeting.annual itemized

G. Treasurer Alternate

1. Qualifications

- a. Eighteen months clean time.
- b. Nine months experience as Group Treasurer or strong life experience with financial matters.
- c. Willingness to serve as Treasurer next election cycle.

2. Duties

- a. Assists Treasurer in all duties.
- b. Performs the duties of the Treasurer in their absence.
- c. Counts all money with the Treasurer as a check-and-balance.

H. Regional Committee Member (RCM)

The RCM is to the area what the GSR is to the Group – the link to the next level of the service structure. The RCM continues the group conscience process by carrying the area's conscience to the Regional Service Committee (RSC) meeting, where the RCM speaks as the voice of the area.

1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.
- c. Knowledgeable in ASC and RSC policy guidelines and basic procedure of both.

2. Duties

- a. Attends all RSC meetings, where they participate in voting and discussion according to the direction given by the groups.
- b. Provides ASC with a thorough report of RSC decisions, plans, and activities and information regarding World Services.
- c. Acts as a liaison with other areas.
- d. Provides ASC copies of Regional and World reports received at the RSC.
- e. Performs the functions of the ASC Chair in the event that the Chair, Vice Chair, and Policy Chair are all absent and/or vacant.
- f. Submits an annual itemized budget to the ASC in December for approval.
- g. Submits a "State of the Region" report at the June ASC meeting. This report includes major accomplishments of the past year, problems and difficulties experienced by the Region, and any significant changes in Regional policy or in the RSC's relationship to the Fellowship in the Region. The report also looks at this area's relationship with the RSC.

¹ See addendum [to be added] for practical details.

- h. Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.

3. Specific Policies Concerning RCM

- a. Funding for the RCM and RCMA to attend the RSC meeting will consist of one night stay in the hotel (one room for men, one for women, if needed), and round trip mileage to RSC meeting. Meals are not provided. Any other expenses must be voted on in advance of the RSC meeting.
- b. RCM is a 2 year commitment.

I. Regional Committee Member Alternate (RCMA)

The RCMA is an RCM in training.

1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.
- c. Willingness to serve as RCM after their term as RCMA.

2. Duties

- a. Attends all RSC meetings.
- b. Assists RCM in all duties.
- c. Performs the duties of the RCM in their absence.
- d. Knows or learns the ASC and RSC policy guidelines and basic procedure of both.

3. Specific Policies Concerning RCMA

- a. The RCMA is automatically a candidate for the RCM position. Their name will be submitted to the groups in May, along with any other nominees.
- b. RCMA is a 2 year commitment.

J. Literature Distribution Chair

1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.

2. Duties

- a. Provides literature and supplies to groups and members in the area.
- b. Maintains and stores literature inventory and ensures that new literature and copies of all NA literature are available to the local fellowship.
- c. Submits a monthly report of all literature sales and purchases, with receipts.
- d. Collects money for group literature and delivers it to the ASC Treasurer on the same day, before the close of ASC business.
- e. Maintains \$3500.00 worth of literature and supplies on-hand.
- f. Provides groups new to the ASC, upon request, a standard starter package, consisting of up to \$50.00 of the literature and key tags of their choosing.
- g. Submits an itemized inventory to the ASC Treasurer and Secretary two weeks prior to each ASC meeting to be included in the following ASC minutes.

- h. Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- i. Submits an annual itemized budget to the ASC in December for approval.

K. Literature Distribution Chair Alternate

1. Qualifications
 - a. One year clean time.
 - b. Willingness to serve as Literature Distribution Chair next election cycle.
2. Duties
 - a. Assists Literature Distribution Chair in all duties.
 - b. Serves as Literature Distribution Chair in their absence.

4. ARTICLE FOUR: SUBCOMMITTEES/AD HOC COMMITTEES OF THE ASC

A. Other Standing Subcommittees of the ASC

Subcommittees perform most of the services of the ASC. Helping the groups, carrying the message to other addicts and celebrating unity and recovery are actions carried out by the Subcommittees. Subcommittees perform most of the front line services for the area. They are vital to the fulfillment of NA's primary purpose.

All standing subcommittees must supply accurate policy documents to the ASC, including: the purpose and definition of the subcommittee, duties and qualifications of trusted servants, a meeting agenda and any other specific policies relating to regular subcommittee business.

1. General Requirements
 - a. Requirements for nominations of Subcommittee Chairs
In addition to the requirements that a specific Subcommittee Chair has, all nominees have the following requirements:
 - i. A willingness to serve in that position.
 - ii. The ability to make a one year commitment.
 - iii. The time and resources to fulfill their responsibilities.
 - iv. A working knowledge of the 12 Traditions.
 - b. Subcommittee chairs may not also carry out GSR responsibilities of any group at the ASC meeting.
 - c. General responsibilities of all Subcommittee Chairs
 - i. Responsible for organizing subcommittee and maintaining adherence to subcommittee policy.
 - ii. Makes regular reports to the subcommittee on the status of all current or completed projects.
 - iii. Represents their subcommittee at the regular ASC meetings.
 - iv. Seeks the active support of NA members in the area.
 - v. Studies the subcommittee manuals and otherwise learns about their subcommittee.

- vi. Sponsors workshops and holds meetings related to the work of their subcommittee.
- vii. Submits annual itemized budget to the ASC in December for approval.
- viii. Develops subcommittee guidelines.
- ix. Submits a report on the past year's activities, accomplishments, problems, and an evaluation of the status of that subcommittee at the June ASC meeting.
- x. Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.

2. Policy Chair

a. Qualifications

- i. One year clean time.
- ii. Six months of service experience in Narcotics Anonymous.

b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Acts as parliamentarian at the ASC meetings.
- iii. Assists trusted servants as well as local NA members in learning about ASC Policy.
- iv. Maintains and updates *MASCNA Policy* by submitting changes to the area website after each ASC meeting.
- v. Performs the duties of the ASC Chair in the event that the Chair and Vice Chair are absent or vacant.
- vi. Provides electronic or paper copies of *MASCNA Policy* upon request.
- vii. Submits a revised policy at the June ASC meeting.

3. Activities Chair

a. Qualifications

- i. Two years clean time.
- ii. Six months of service experience in Narcotics Anonymous.

b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Organizes and supervises area activities such as dances, camp-outs, dinners, etc.
- iii. Handles any money received from activities until it can be turned over to the ASC Treasurer.
- iv. Presents information about upcoming planned activities at the ASC meeting.
- v. Arranges for storage of activities supplies.
- vi. When appropriate, works with other subcommittee chairs in organizing workshops.

4. Public Relations (PR) Chair

a. Qualifications

- i. One year clean time.
- ii. Six months of service experience in Narcotics Anonymous.

b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Maintains and updates area meeting schedules.

- iii. Coordinates with the H&I Chair on the starting of new H&I meetings.
- iv. Coordinates responses by the ASC to contacts in the local (non-NA) community.
- v. Organizes outreach efforts by the ASC to the local community.
- vi. Attends the H&I/PR Chair meeting that occurs during GRSCNA meeting weekends.

5. Hospitals and Institutions (H&I) Chair

a. Qualifications

- i. One year clean time.
- ii. Six months of service experience in Narcotics Anonymous.

b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Maintains ongoing H&I meetings, coordinating volunteer panels and supplying literature.
- iii. Acts as the Panel Coordinator by keeping in close contact with Panel Leaders to ensure that panels are filled for scheduled meetings.
- iv. Starts new meetings where possible, and ensures that a clear NA message is presented at those meetings.
- v. Preserves positive and productive relationships with the facilities by meeting with administrators of facilities, visiting meetings at any facility and offering assistance to panel participants as needed.
- vi. Acts as liaison with the public and facilities in all matters pertaining to H&I activities and the NA—facility relationship. Cooperates with the PR subcommittee when necessary.
- vii. Attends the H&I/PR Chair meeting that occurs during GRSCNA meeting weekends.

6. Writing Steps in Recovery (WSR) Chair

a. Qualifications

- i. Two years clean time.
- ii. Six months of service experience in Narcotics Anonymous.

b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Ensures all WSR expenses are paid on time and keeps accurate record of funds received and spent.
- iii. Works with the H&I subcommittee to ensure inmates attending H&I meetings are aware of the WSR.
- iv. Works with H&I and PR to coordinate presentations to facilities and the fellowship.
- v. Facilitates annual step-guide check-in survey.

7. 24 Hour Room Chair

Nominations are solicited in January and a new chairperson is elected in February.

a. Qualifications

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Three years clean time.

- iii. One year of service experience in Narcotics Anonymous.
 - iv. Previous experience / participation on the 24 Hour Room subcommittee as chairperson, Vice-Chair or Treasurer.
 - v. Cannot be involved in a related business that could cause conflict.
- b. Duties
- i. Must attend all fundraisers and events associated with the 24 Hour Room.
 - ii. Will have signing authority on the 24 Hour Room bank account.
 - iii. Provides a bank statement and treasurer's report of expenditures and income as well as fliers and other materials at the monthly ASC meeting.
 - iv. Is authorized to collect money. Has access to and manages electronic payment methods. The ASC Treasurer will also be granted access to electronic payment accounts. The special 24 Hour Room finances Gmail address will have the password changed when this position is elected.
 - v. Reconciles 7th tradition funds with the Treasurer on a daily basis and maintains a signature log of monies collected while the main event is ongoing and after all fundraiser events.
 - vi. Prepares a business meeting agenda for each subcommittee meeting and shall share it with the Secretary at least 48 hours prior to the meeting.
 - vii. Shares the Group Shift calendar with GSRs at the September ASC meeting and encourages groups to pick top five slots, in preparation for the October ASC meeting.
 - viii. Cannot be involved in a related business that could cause conflict.

B. Forming New Subcommittees

A proposal is introduced at the ASC meeting. It includes a description of the purpose and function of the new Subcommittee and explains why a new subcommittee is needed to fulfill its purpose. 2/3 of votes in favor is required to create a new subcommittee.

C. Ad Hoc Committees

Ad-Hoc committees are developed for a specific and temporary purpose. After discussing with the ASC body, if the ASC Chair determines the formation of an Ad-Hoc committee is warranted, they appoint someone to chair the Ad-Hoc committee. The Ad-Hoc committee chair must meet the same General Requirements (4.A.1) for election as a subcommittee chair. Members of the Ad-Hoc committee may be selected by vote or appointment at the ASC meeting or the Ad-Hoc chair builds the Ad-Hoc committee with the help of other local NA members.

When the Ad-Hoc committee's work is completed, the results of that work, along with a report, are submitted to the ASC. If the work takes longer than one month, the Ad-Hoc committee chair will report to the ASC just as a subcommittee chair would.

5. ARTICLE FIVE: SELECTION OF TRUSTED SERVANTS

A. Nomination Process

Nominations are made in May of each year and submitted on a nomination form. Prior to nominations, the Chair explains responsibilities and requirements for that position. The floor is then open for nominations, which must be seconded. Candidates then state their qualifications, including their experience within the service structure of NA.

Qualifications must be given in person as well as submitted in writing. Nominees must be present at the ASC meeting during nominations and elections, unless a reasonable excuse, which prevents them from attending, is provided in writing.

B. Election Process

Elections take place in June and all new terms begin in new business of the June ASC meeting. Annual elections go back to the groups for a group conscience. 2/3 of votes in favor are required for an election in the case of one nominee. In the case of multiple nominees, a nominee must receive a majority (i.e. more than half) of votes to be elected.

Vacancies during the ASC year are filled the same way; however, if a trusted servant position remains open for at least two months, a candidate to fill that position may be elected or defeated by an immediate vote of the GSRs at the ASC meeting, unless any of the position's qualifications were waived.

When voting occurs, candidates leave the room. The casting of votes should be conducted in an anonymous manner.

C. Terms

All trusted servants are elected for one year terms (except for RCM and RCMA which are two year terms). If a vacant position is filled after scheduled elections, the term will end following the normal election cycle.

D. Position Rotation

ASC trusted servants will serve no more than two consecutive terms in the same position. There is no limit on how many times an NA member may serve on the ASC as a whole.

6. ARTICLE SIX: REMOVAL OF TRUSTED SERVANTS

A. Voluntary

If a trusted servant resigns prior to the end of their term, the resignation should be given in writing to the ASC Chair, prior to the ASC meeting. If the ASC Chair resigns, notice is to be given to the ASC Vice Chair.

B. Involuntary

Should a trusted servant relapse while in office, that position automatically becomes vacant.

C. Impeachment

1. Grounds for Impeachment

a. Lack of attendance at ASC meetings

If a trusted servant has missed two consecutive ASC meetings, without notifying the Chair and submitting a monthly report, they will immediately and automatically be impeached. If the RCM or RCMA has missed a RSC meeting without notifying the ASC Chair, or missed two consecutive RSC meetings, the Chair will also bring this before the ASC.

b. Violation of Traditions

Some record of specific actions or series of events needs to be presented to the ASC.

c. Misuse of office

This should likewise include specific actions or series of events.

d. Failure to perform duties

This might be a more general charge of a trusted servant who simply was not fulfilling the responsibilities for which that person was elected, or doing so poorly.

2. Procedures

a. A trusted servant against whom a motion to impeach has been made is given time to prepare a defense. If the motion is made at the ASC meeting, the impeachment hearing is scheduled for the following ASC meeting. If a motion of intent to impeach is given to that person and the ASC Chair at least two weeks prior to the next ASC meeting, the hearing will take place at that meeting.

b. At the hearing, the motion is presented, along with the cause of that motion, and all relevant information is given to the ASC.

c. The person so charged is given an opportunity for a rebuttal, with a ten-minute time limit on each side.

d. Others may speak, pro or con, at the discretion of the ASC Chair or by a motion to “Suspend the Rules” (Addendum D – Parliamentary Procedure (Robert’s Rules of Order), Suspend The Rules) by the ASC.

e. The motion to impeach then goes to the groups, along with relevant information, and pros and cons. An impeachment requires 2/3 of votes in favor and the casting of votes should be conducted in an anonymous manner.

7. ARTICLE SEVEN: MEETINGS

A. ASC Meeting Format

1. Opening prayer
2. Readings (Purpose of the ASC, Twelve Traditions, Twelve Concepts)
3. Roll Call
4. Minutes of previous ASC meeting (approved or corrected)
5. Open Forum
6. Treasurer’s Report (approved or corrected)
7. RCM Report
8. Subcommittee Reports

9. Old Business
10. Elections
11. New Business
12. GSR Reports
13. Review of Motions going back to Groups
14. Date of next meeting
15. Closing prayer

B. ASC Meeting Time

The Marietta ASC shall meet at 2:00 pm on the last Sunday of each month. If the last Sunday of the month falls on the weekend closest to any federally observed holiday, or Easter, then the ASC meeting will be moved to the weekend immediately following the last Sunday of the month.

C. ASC Meeting Location

ASC meetings may be conducted in person or virtually. The ASC Chair and the ASC meeting minutes should make clear the location of the next ASC meeting. The location of the ASC meeting may be modified at the discretion of the administrative subcommittee when necessary.

D. Quorum

A quorum shall consist of a majority (i.e. more than half) of the GSRs who have voting privileges. Groups may send any member to represent them in lieu of the GSR and they will be treated as a GSR for that specific ASC meeting.

A quorum shall be reached within fifteen minutes of the designated starting time. If quorum is not reached within fifteen minutes, then only reports will take place.

E. Open Forum

Following the approval of the ASC minutes, the floor will be opened for any member of the local fellowship to speak on any matter which concerns the area and which is not on the agenda. Open Forum may not exceed 50 minutes in length.

8. ARTICLE EIGHT: PARTICIPATION AND PROCEDURES

A. Motions

1. The following members are eligible to submit a motion:
 - a. GSRs with voting privileges.
 - b. Subcommittee chairs.
 - c. Members of the administrative subcommittee except the ASC Chair.
2. Motions must be submitted before the beginning of New Business.
3. Motions must be seconded before any discussion or voting.
4. Only GSRs can second a motion.

5. Some of these motions, such as amendments, affect the main motion. Others affect the procedure of the meeting. These motions are explained in detail in Addendum D – Parliamentary Procedure (Robert’s Rules of Order)
6. Motions shall clearly explain what is being proposed and the motion’s intent.
7. Policy related motions shall include the current policy involved and the proposed change.

B. Discussion

1. Prior to speaking, participants must be recognized by the ASC Chair. The exception to this policy is making a motion to “Suspend the Rules” (See Addendum D – Parliamentary Procedure (Robert’s Rules of Order)).
2. Once a motion is seconded, discussion begins. All main motions get three pros and three cons. The maker of the motion gets the first pro. Anyone present may speak, though priority is given to GSRs and ASC trusted servants.

C. Voting

1. When discussion is over, the Secretary will read aloud the motion and intent.
2. Only GSRs can vote.
3. Inactive groups (see Article 2) may not vote.
4. Voting is then done by a show of GSRs hands (unless votes are for impeachment or elections, in which case voting should be conducted in an anonymous manner).
5. Policy changes and impeachment require 2/3 of votes in favor, calculated by voting participants present at the time of vote. Other motions require a majority (i.e. more than half) of votes to pass.
6. GSRs may choose to abstain from voting for or against a motion. An abstention is neither a yes or a no vote. GSRs who choose to abstain from voting on a motion are not counted when determining the total number of voting participants for that particular motion.
7. In the event of a tie, the Administrative Subcommittee, excluding the Literature Distribution Chair and the Literature Distribution Chair Alternate, shall cast the deciding vote. In the event that they should tie, the Chair would then break the tie.

D. Motions to Groups

Any attempt to vote on a motion which should go back to the groups but has not yet done so, should be called “out of order”. Any GSR or ASC trusted servant can do so. All motions must go back to groups for a vote with the following exceptions:

1. Housekeeping

Housekeeping motions are motions pertaining to the business of the ASC, as determined by the Chair. Such motions require a 2/3 majority to pass. If a motion obtains more abstentions than ‘yes’ votes, the motion is sent back to the groups for discussion and voted on at the next ASC meeting. Housekeeping motions are limited to the following:

- a. Alterations to online and/or paper *MASCNA Policy* that do not change either content or meaning.

- b. Documents as listed in Addendum C – Documents which can be Addressed by Housekeeping Motions.
 - c. Time of the ASC meeting.
 - d. Agenda of the ASC meeting.
2. RCM
 - a. Directions to the RCM regarding Regional and World business.
 3. Elections
 - a. Elections for positions that have been vacant for at least two months.

Although these motions may be voted on at the same ASC meeting, a “Motion to Table” may be made in order for GSRs to get feedback from their groups and voting is postponed. (See Addendum D – Parliamentary Procedure (Robert’s Rules of Order)).

E. Committee of the Whole

When more discussion is needed than normal procedures allow, or when a situation needs to be discussed which may or may not require any parliamentary action, going into a Committee of the Whole provides greater freedom to do so. It requires a motion to “Suspend the Rules” (See Addendum D – Parliamentary Procedure (Robert’s Rules of Order)) and 2/3 of votes in favor to pass. The ASC Chair may express opinions during such discussion.

9. ARTICLE NINE: CHANGING MASCNA POLICY

Alterations to content or meaning of *MASCNA Policy* must go back to the groups for a vote. A 2/3 majority of voting participants is required to change these guidelines. Except for waiving requirements for election to trusted servant positions (which requires 2/3 of votes in favor), the ASC cannot vote for a one-time change or a temporary waiver in ASC policy unless a motion is made to “Suspend the Rules” (See Addendum D – Parliamentary Procedure (Robert’s Rules of Order)).

The Policy Chair is allowed to make typographical changes where change in the meaning of the policy would not result. Any change is subject to review by another ASC member appointed by the ASC Chair.

10. ARTICLE TEN: FINANCIAL GUIDELINES

A. Financial Guidelines for the MASCNA and its Treasurer

1. Receipts

The MASCNA Treasurer shall issue a receipt to all Groups for donations made to the ASC, as well as moneys received from area business. This will serve to create a written history of financial activity and facilitate the bookkeeping of both the Groups and the ASC. Receipts shall be sequentially numbered with a duplicate retained by the Treasurer. The treasurer shall attain and bring to the June ASC a blank signature card to be included in their final report.

2. Funds

Funds of the ASC shall not be used for any personal reasons. Funds are not to be extended for any reason other than those items that have been approved by the ASC.

3. Expenditures

No ASC funds shall be spent without the approval of the ASC as a whole. Emergency expenditures by the Administrative Committee may only be made with the notification of GSRs and the approval of a majority of the GSRs.

- a. All expenditures made by the Committee shall be paid by check.
- b. On a check made payable to one of the authorized signers on either of the bank accounts, the payee shall not be authorized to sign the check and other signatures are required.
- c. Under no circumstances are checks to be signed by any signer with the payee left blank.
- d. Any expenditure over \$300.00 not included in the budget must be taken back to the groups for approval.
- e. Treasurer will only pay bills with funds obtained during previous area.
- f. Payments for non-discretionary budget items will be paid first and then discretionary items to be paid subsequently.
- g. Discretionary item reimbursements will be given priority over discretionary advances.

4. Bank Account

ASC funds shall be kept in a single bank account, with checks requiring two (2) signatures of the following: Chair, Vice Chair, Secretary, Treasurer and alternate treasurer. In the event that one or more of these positions are vacant then the RCM, RCMA and alternate Secretary may be authorized signers.

Note: An interested party rule shall be in effect: that no two persons in the same household will be signers on the ASC account.

- a. The statements of all ASC accounts are to be mailed to the ASC P.O. Box.
- b. Funds are to be deposited within 48 hours of receipt.
- c. All moneys received from Groups as donations to the ASC or otherwise shall be in the form of money order, check or cash; only rolled coins will be accepted.

5. Reports

The ASC Treasurer shall make written financial reports on contributions and expenditures at each regularly scheduled meeting of the ASC. The Treasurer's Report shall consist of the following: Group Contribution Record, Check Register showing at least the last transaction on the last report and all transactions following, a copy of the most recent bank statement with the account number blocked out, a reconciliation of the bank account, and a group contribution record consisting of itemized monthly donations from each group.

- a. Every committee member who receives money from the area fund is to account for it in a written report to the committee.
- b. The Treasurer should be careful to get a receipt whenever they make a payment; however, approved budgeted expenditures may be disbursed in advance from the Treasury. All expenditures must later be verified with a receipt or proof of purchase.

These receipts should be preserved in regular order, as they are the vouchers for the payments, which must be examined by the Auditing Committee.

- c. Proper Receipts: In order to be reimbursed, a receipt and a Marietta area expense report form must be submitted. A written piece of paper simply listing the expenditures is not acceptable. For reimbursement of auto travel, a receipt is not necessary. However, a Marietta area expense report form must be submitted. Point of departure and point of destination must be designated along with the number of miles driven. Driving other than point of departure to point of destination (i.e., such as for meals) is not reimbursable. Reimbursement for auto travel will be at \$0.30 per mile.
- d. In general, auto travel is only reimbursable for those trips necessary for the fulfillment of ASC duties. This would include trips to RSCs by those required to attend them. Prudence and common sense should indicate which trips are to be reimbursed and which are not. In any case, the amount of auto travel that is reimbursable should not exceed the representative or committee's approved budget included with their other expenses.

6. Budgets

Annual line item budgets for all ASC trusted servants should be submitted to the ASC in November of each year and approved by the ASC at the August meeting. The area's fiscal year will start in January and end in December.

- a. All area trusted servants should submit their proposed budget to the Treasurer two weeks prior to the December ASC. The Treasurer will prepare the area's annual budget and present to the ASC at the December meeting.
 - i. If a trusted servant fails to submit a proposed budget to the Treasurer by this timeline, the Treasurer will prepare the annual budget using the previous year's budget for that position.
 - ii. The proposed annual budget should be reviewed at the November ASC. Each trusted servant will have an opportunity to explain and answer questions about the budget proposed for their position.
 - iii. Amendments to any proposed annual line item can be brought to the ASC during the budget approval process in December. GSRs will vote on each individual trusted servant's budget and may request to vote on individual line items.
- b. The proposed budget should include accounting of actual expenses from the previous year.
- c. The proposed budget should be submitted to the ASC using the approved budget format.
- d. Expenses that exceed the budgeted amount for any individual line item will require a motion passed by the ASC prior to reimbursement. Trusted servants cannot transfer funds between line items without approval from the ASC.

7. Financial Reports

All Marietta area Subcommittees to be required to provide a financial report at each ASC meeting. The report should include all financial transactions and current balance. Subcommittees with checking accounts should provide copies of bank statements with the account number concealed.

8. Prudent Reserve

The ASC maintains a prudent reserve equal to 10% of the annual budget. Area funds will go below this level only in times of serious need. Approval to go below prudent reserve requires a 2/3 vote. When funds dip below 10% of the annual budget, reaching prudent reserve becomes top priority in discretionary funding.

9. Literature Fund

The literature fund is to be maintained by the ASC Treasurer in the ASC checking account. Money collected for group literature will be used solely for replenishment of area literature.

10. Financial Audits

Annual financial audits are conducted after the ASC in June. The results are submitted to the new ASC in July. The audits review all records for the preceding year to insure accuracy and to protect the area's money. The outgoing Chair, the incoming Chair, along with the outgoing and incoming Treasurers, as well as the outgoing and incoming Literature Chairs, conducts the audit. Any other ASC trusted servant or GSR could also attend. The Literature fund audit will include an accurate inventory of all literature and supplies in stock. An audit should also be performed whenever there is a change of position in the ASC relevant to ASC funds.

11. Region Donations

At the ASC meeting immediately prior to the next meeting of the GRSCNA, the Treasurer will write a check to the Region, donating all money above prudent reserve, but minus any ASC bills due prior to the RSC meeting.

12. Financial Guidelines for 24 Hour Room.

- a. At the February MASCNA meeting, the 24 Hour Room will donate all funds to the ASC, except their \$1,000 prudent reserve and \$2,000, which will be used as the next year's startup funds. If at any time before the 24 Hour Room event, the bank account balance exceeds a \$3k cap, all money above \$3k will be donated to area at next ASC.
- b. The 24 Hour Room subcommittee will establish a prudent reserve of \$1,000 by accruing it annually in increments of \$250 or 25% of ending balance, minus \$2,000 start-up money, whichever is less.
- c. Prudent reserve, despite being kept in 24 Hour Room bank account, shall not be counted towards \$3k cap.
- d. Prudent reserve will not be included in ending balance reported after 24 Hour Room annual event.
- e. The purpose of prudent reserve is only to be used in the event the subcommittee has insufficient funds for basic 24 Hour Room operations.

11. ARTICLE ELEVEN: MISCELLANEOUS ITEMS

A. Area Inventory

Any GSR or ASC trusted servant can make a motion for an area inventory. A majority (i.e. more than half) of votes is required to pass. If the motion passes, a brief report stating the perceived need for an area inventory will be included in the minutes. The ASC Chair will organize an

inventory within sixty days. The ASC Chair will also chair the inventory or appoint someone else to do so. There is usually a follow-up meeting, scheduled at the inventory, to assess the situation. For attendance purposes, the area inventory will count as an ASC meeting.

B. Special Votes

The ASC Chair can call for a special vote with due cause. The ASC Chair will then notify all GSRs by certified mail of the need for a special vote, explain the matter on which the GSRs are voting, and include a stamped, self-addressed envelope (with the ASC's address). The ASC Chair will then count the votes sent in, along with however many ASC trusted servants or GSRs are able to participate. At the following ASC, the situation is reviewed, the ballots are made available for inspection, and the results verified. Due cause would include situations such as the following: The ASC forgot to provide funding for some activity scheduled before the next ASC, other timely business was neglected or overlooked, motions going to the RSC were forgotten, or some matter was brought to the ASC's attention, by the RSC or WSC, for which input must be given before the next ASC.

C. GSR Orientation Workshop

The ASC will host an annual GSR orientation workshop in June of each year that will be conducted by outgoing trusted servants of the area. This GSR orientation workshop should be conducted before or after the ASC meeting. Attendance by incoming GSRs is strongly recommended.

12. ARTICLE TWELVE: SUBCOMMITTEE POLICIES

A. H&I Guidelines and Procedures²

The H&I subcommittee of the Marietta Area Service Committee (MASC) is made up of volunteer members from Narcotics Anonymous groups in the area.

1. Purpose

The Hospitals and Institutions subcommittee exists to carry the NA message of recovery from addiction to residents of facilities who are restricted from full access to regular NA meetings. H&I meetings/presentations, except those in long term facilities, are intended simply to introduce those attending to some of the basics of the NA program.

2. Hospitals and Institutions

These are defined as facilities, which either incarcerate persons who may be addicts or have a goal of helping addicts to live clean as responsible and productive members of society. H&I does not assume responsibility for any meeting in a facility when that meeting is conducted by anyone other than the H&I subcommittee.

² adopted 4/30/2000

3. Business Meetings and Membership

- a. Business Meetings shall be held not less than once monthly at a time and place designated by the membership. No business meeting shall last for more than one-and-one-half hours, except by vote to extend this time limit by the members present.
- b. Any member of Narcotics Anonymous may become a member of H&I. All members are bound to comply with the clean time requirements of 90 days for H&I service eligibility.
- c. Any member having attended previous business meetings within the past year is eligible to vote at business meetings.
- d. If elected officers, those in appointed positions, or panel leaders miss three consecutive meetings it will be considered a resignation from their position. Any member dropped from assignment may be reinstated by vote of the H&I subcommittee.

4. Elected Officers

Officers of the H&I subcommittee (with the exception of the Chairperson) shall be elected each year in May and will serve one year terms beginning the following June. All candidates must meet the qualifications stipulated in these guidelines for their office. It is strongly recommended officers have at least one year of clean time. Relapse will result in automatic removal from office. If an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the chairperson and approved by the H&I subcommittee at the next business meeting. Officers are limited to two concurrent terms in the same position.

- a. H&I Chairperson Duties (elected by the ASC)
 - i. Coordinates all NA H&I activities.
 - ii. Presides at all regular, special, and general subcommittee meetings.
 - iii. Handles all Public Relations contacts involving policy matters and/or interpretations at the public level that pertain to H&I. This will be done with the direct cooperation of the PR subcommittee.
 - iv. Is responsible for interchanges of correspondence at the public level as well as all correspondence within NA H&I, which involves policy matters.
 - v. Makes regular reports to the H&I subcommittee on the status of all current or completed projects.
 - vi. May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panel participants.
 - vii. Represents Narcotics Anonymous H&I at the regular meetings of the ASC.
 - viii. Acts as the Panel Coordinator by keeping in close contact, and work with, H&I Panel Leaders.
 - ix. Meets with administrators of facilities in the interests of harmony when necessary.
 - x. Makes sure that panels are filled for scheduled meetings in coordination with Panel Leaders.
- b. H&I Vice Chairperson Duties
 - i. In the absence of the chairperson at a meeting, assumes all those responsibilities normally carried out by the chairperson. (Note: If the H&I Chairperson resigns or is removed from their position, the ASC Vice Chair temporarily fulfills the H&I Chairperson's role, with assistance from the H&I Vice Chair.)
 - ii. Works closely with the chairperson.

- iii. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panels.
 - iv. Attends the regular Hospitals and Institutions subcommittee meeting.
 - v. Fills literature orders from the panel leaders.
 - vi. Keeps a continuing record of literature distributed to panel leaders.
 - vii. Makes a report at the regular H&I subcommittee meetings on literature distributed.
 - viii. Works with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I subcommittee budget.
 - ix. Audits distribution records on an ongoing basis to ensure that requests for literature from panel leaders are prudent and do not put the subcommittee over budget.
- c. Secretary Duties
- i. Keeps a complete record in the form of minutes of every regular, special, and general subcommittee meeting.
 - ii. Keeps a complete and updated panel member list with names, phone numbers, and clean dates of all current H&I members.
 - iii. Keeps a continuing roster of monthly attendance at the business meetings.
 - iv. Sends notice or makes telephone calls for special meetings.
 - v. Maintains all necessary stationary supplies and prepares correspondence as needed.
 - vi. Keeps a file of all correspondence.
 - vii. Types and prepares any materials necessary for distribution to members of H&I.
 - viii. Attends the regular Hospitals and Institutions subcommittee meeting.

5. Appointed Positions

As necessary, individuals may be appointed by the Chairperson in agreement with the Vice Chairperson to positions that fulfill a particular need.

6. Business

a. Budget

The budget for the H&I subcommittee is set yearly by the ASC. This money is used for rent, copying, literature, and office supplies as necessary. Money needed in excess of the annual line item budget must be approved by the ASC.

b. Literature

Only Narcotics Anonymous approved literature, tapes approved for sale by the WSO, Reaching Out, and The NA Way may be taken into a facility by H&I. The H&I Chairperson or Vice Chairperson will distribute literature or any of these items. Meetings schedules may be taken into some facilities; however, only conference-approved literature should be used in meetings/presentations. The H&I panel will encourage all facilities to purchase their own literature from the World Service Office.

7. H&I Panels:

The purpose of an H&I meeting/presentation is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. This is accomplished

through the operation of panels, which visit facilities on a regular basis. These panels are usually made up of one panel leader and one to three panel members.

a. Panel Leader Duties

- i. It is strongly recommended Panel Leaders have over one year clean. In addition, they must have sufficient clean time to qualify to participate under the requirements of the particular facility.
- ii. Conducts H&I meetings/presentation in the facility being served according to acceptable
- iii. procedures.
- iv. Informs the panel coordinator (Chairperson) well in advance when unable to conduct a regularly scheduled meeting.
- v. Invites all panel members to the H&I meeting and informs them of all rules of the facility and the procedures for conducting the meeting.
- vi. Responsible for panel members in the meeting.
- vii. Responsible for insuring that all people attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these Guidelines and Procedures.
- viii. May resign by giving notice to the H&I subcommittee.
- ix. May be removed from panel assignment because of absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.

b. Panel Member Duties

Panel Members must have over ninety days clean. In addition, they must have sufficient clean time to qualify to participate under the requirements of the particular facility.

- i. Serves for one meeting at a time.
- ii. Takes an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader.
- iii. Adheres to the rules of the facility wherein he/she is, in fact, a guest.
- iv. Always keeps in mind that he/she may be seen as a representative of narcotics Anonymous and should conduct himself/herself responsibly.
- v. May resign as a panel member by giving notice to the panel leader.
- vi. Ex-residents of a correctional institute must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H&I to enter a county correctional facility.

c. General Requirements for H&I Panel/Presentation Meetings

- i. It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
- ii. It is unacceptable to give money to or take money from a resident.
- iii. You are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and are generally all they want. You are not to accept articles made by residence to be sold on the outside.
- iv. It is unacceptable to give to or take from a resident any correspondence of any type while visiting the facility.

- v. Guests and visitors should be cautioned against discussing employment, lodging, etc. (the promise of, “looking for,” or the securing of).
- vi. Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility and by many of the residents.
- vii. Panel members and panel leaders are required to attend H & I orientation prior to entering a facility, and once a year thereafter, as scheduled by the subcommittee.

d. Concerns Regarding Panel/Presentation Meetings

Always remember we are GUESTS of the facility and therefore MUST comply with their wishes.

These Guidelines and Procedures are submitted for the guidance of the H&I membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals.

Any unusual situations that might arise should be discussed with the elected officers of H&I who, in turn, will take steps to get clarification from the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. This is the responsibility and duty of the Chairperson.

Adherence to these guidelines will minimize confusion and misunderstandings within the H&I membership itself, and with the facilities we serve.

Failure to comply with any facility’s regulations could result in cancellation of the H&I meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember, your actions reflect not only on yourself, but on NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of NA H&I.

ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY GUEST BEING TAKEN TO ANY H&I MEETING / PRESENTATION, AS WELL AS THE H&I ORIENTATION PACKAGE.

B. Public Relations Subcommittee Policy and Procedures³

1. Vice Chair

a. Qualifications:

- i. Six months clean time.
- ii. Active PR member for at least 3 months.
- iii. Willingness to serve for two years; one year as Vice Chair and one year as chair.

b. Duties:

- i. Assists with Chair duties.
- ii. Attends at least one GRSCNA meeting during term.
- iii. Facilitates Phone Line duties.

3 adopted 7/27/03

- iv. Adds/removes phone line volunteers from the regionally hosted phone line as needed. (In the absence of a vice chair, the chair or secretary will be responsible for keeping phone line volunteers current).

2. Secretary

- a. Qualifications:
 - i. Six months clean time.
 - ii. Active PR member for at least 3 months.
 - iii. Willingness to serve for one year.
- b. Duties:
 - i. Records minutes for each PR subcommittee meeting.
 - ii. Maintains/records financial expenditures.
 - iii. Organizes and maintains PR subcommittee group information.

3. Specific subcommittee policies:

- a. Meeting schedules will be published monthly. They will include all NA meetings and groups in the Area who meet the six points describing an NA group in the Guide to Local Services (p. 26). They will include all relevant information on each group (ie – time, location, group name, type of meeting). The schedule should not include H&I meetings.
- b. After two consecutive un-notified ASC absences, the PR subcommittee will contact a trusted servant of that group, encourage ASC attendance, and report back to the ASC. The ASC will then determine whether to keep the group on the meeting schedule. A notified absence is defined as a GSR/GSR-A contacting a member of the Administrative Subcommittee to report their absence.
- c. The Area Phone Line functions as an information line, as well as a response line to return calls to any addict needing help or information. It gives a brief description of Narcotics Anonymous. It also gives the location of each meeting in the Area, including directions or nearby landmarks to help people find the meeting. The PR Chair submits updated monthly schedules to the phone line. If there is no PR Chair, the ASC Chair will bring the matter to the attention of the ASC and make arrangements for updating the phone line.

4. Phone Line

- a. The phone line is regionally hosted.
- b. The PR subcommittee will ensure that all phone line volunteers have been properly oriented, and that they have the resource referral list, 12 step call list, and the Do's and Don'ts. All phone line volunteers will also be made aware that the Phone Line Basics and Phone Line Handbook are available on the NAWS website.
- c. On-Call Procedures:
 - i. Introduce yourself by your first name as a representative of the NA Public Relations committee, then find out the purpose of the call.
 - ii. If the caller is an addict:
 1. Always use your best judgement and remember that the main goal is to get them to a meeting. Provide the caller with information about meetings.

2. If they need assistance getting to a meeting or would like to speak to someone further, ask if you can get their phone number and have someone give them a call back. Refer to the 12 step call list.
 3. Do not go meet a caller for anything whatsoever unless accompanied by another addict with over 3 years clean time, preferably your sponsor or someone else on the 12 step call list.
- iii. Disposition of calls for other purposes:
1. Calls for meeting location: provide the caller with meeting information, as well as, our text for a meeting feature and website.
 2. Calls for speakers: refer to PR Chair.
 3. Requests for literature: initial PR contact.
 4. Calls from family members: be compassionate, refer to NARANON. Phone number is located on the referral resource list. Make it clear that it is the addict's responsibility to contact NA should they want help.
 5. Calls from professionals and institutions: refer to PR Chair.
 6. Calls from media: refer to PR Chair.
 7. Calls for other fellowships: refer as necessary.
 8. Crises Calls: verify nature of crises, then refer to the referral resource list. Connect the caller with a warm hand-off, using the three way calling feature on your phone whenever possible. **We are not professionals. If this is a medical or psychiatric emergency, then connect them with the crisis line via a warm hand-off or instruct them to please dial 911 or visit the nearest emergency facility.**

5. Meeting Schedules

- a. Meeting schedules will be published monthly.
- b. New groups conforming to the six points may also request to be added to the meeting schedule by providing their meeting details to the PR subcommittee at the ASC meeting. New groups are not required to meet voting requirements to be on the meeting list.
- c. After two consecutive un-notified ASC absences, the PR Chair will contact a trusted servant of that group, encourage ASC attendance, and report back to the ASC. The ASC will then determine whether to keep the group on the meeting schedule. A notified absence is defined as a GSR/GSRA contacting a member of the Administrative Subcommittee to report their absence.
- d. Distribution:
 - i. Hospitals & Institutions Subcommittee.
 - ii. Area Group Service Representatives (GSRs).
 - iii. Ridgeview Institute.
 - iv. Probation Facilities.

6. Committee Meetings:

- a. Meetings are generally scheduled to coincide with a regularly scheduled ASC meeting, generally one hour before.

- b. Actions are taken based on a written agenda provided by the chairperson and then written as a report to be turned in to the area.
- c. Meetings begin with the 12 Traditions and 12 Concepts.
- d. Suggested Agenda Format:
 - i. Attendance
 - ii. Recite serenity prayer
 - iii. Read 12 Traditions and 12 Concepts
 - iv. Read previous meeting's minutes
 - v. Open forum
 - vi. Old business
 - vii. New business
 - viii. Task assignment
 - ix. Close with Serenity prayer

7. Hospitals & Institutions / Public Relations Coordination

- a. PR should communicate with H&I committee monthly for goal setting.
- b. Refer any H&I meeting request information to the PR committee.
- c. Coordinate H&I/PR Learning Days on a biannual basis.
- d. A liaison should be appointed to the H&I committee.

8. Coordination with Region web site:

The PR committee shall update the meeting information listed on the regionally hosted, Marietta Area NA, website on a monthly basis, to ensure current information is listed with World and Regional websites, per the procedures of the Region and World.

9. Budget

- a. The committee produces a budget annually per ASC policy for expected expenditures for the committee to fulfill the duties described herein and other activities it deems necessary to provide Public Relations per the 12 Traditions of NA and *A Guide to Local Services in Narcotics Anonymous*. All budget expenditures must be submitted by the PR Chair, or Vice Chair in their absence, prior to reimbursement by the ASC.
- b. The committee shall adhere to the budget as approved and shall be held accountable to keep records of expenditures and shall notify the ASC when costs are expected to exceed annual line items.

10. Contradictions

Any contradiction between PR policy and ASC Policy shall defer to ASC policy until such amendments can be made to resolve the contradiction.

C. Writing Steps in Recovery

1. Dedication and Purpose

The primary purpose of this committee is to provide written Narcotics Anonymous step guidance to any incarcerated addict desiring recovery within Narcotics Anonymous.

2. Guidelines for Function

- a. The 12 Traditions of Narcotics Anonymous will be strictly upheld.
- b. All rules and regulations of the institution will be strictly upheld.
- c. Only women write to women, and only men write to men.
- d. All letters are sent via WSR-MASCNA, PO Box 3342, Marietta, GA 30061-3342 with no personal last names, addresses, or phone numbers of step guides, committee members, or anyone else given to inmates. Step guides use pen names, agree to have no prior knowledge of the inmate, and will respect the confidentiality of their assigned inmate. Correspondence Only Agreements with these signatures are filed with the WSR subcommittee, the Georgia Department of Corrections (GA DOC) volunteer office, and the inmate's facility.
- e. P.O. Box is maintained through USPS. Username for account is the WSR email address. Password is the same used to access email account.
- f. Email correspondence occurs through mail.zoho.com. The WSR Subcommittee email account is wsr@mariettana.org. The chairperson maintains the password for the account.
- g. Step Working Guides are provided by WSR to inmates after they have completed the first 25% of Step One. The Postal Facilitator retains the initial request letter and sends the inmate a photocopy of the first 25% of Step One with a template cover letter. Once the completed 25% is returned, the Postal Facilitator will assign a step guide to the inmate, notify the step guide, and order a Step Working Guide to be sent to the inmate.
- h. All incoming and outgoing letters, inmate information, and step guide information are logged by the Postal Facilitator. The tracking sheets are in the WSR Google Drive folder under "Communications Database".
 - i. Incoming and outgoing letters are logged under "Status" by date with inmate name, facility, facility address, inmate DOC identification number, date correspondence received, date workbook ordered, and step guide name.
 - ii. Step guide information is logged under "step Guides" and includes full name, pen name, phone number, email, and mailing address.
 - iii. Inmates who are inactive with correspondence after one year will be transitioned to the archive tab within the Communications Database.
 - iv. Archived step guide and inmate information is kept for two years within the Communications Database.
- i. No arrangements for rides visits, loans, phone calls, materials for corresponding, photos, books, drawings, tapes, contacting family members or friends will be made between step guides and inmates.
- j. At H&I commitments, the availability of WSR can be announced.
- k. Information will also be available for the prison addictions and volunteer services staff so that inmates who are unable to attend the H&I presentations can have equal access to WSR.
- l. Any addict in a correctional facility may write the WSR Committee with any questions or concerns at any time. The Postal Facilitator will bring these questions to the WSR subcommittee meeting for review.
- m. Letters will be destroyed after 90 days.

3. Meeting Format

- a. Opening Prayer.

- b. Traditions.
- c. Attendance.
- d. Approval of Previous Month Minutes.
- e. Old Business.
- f. Postal Facilitator Report.
- g. Open Forum.
- h. New Business.
- i. Elections.

4. Voting Procedure

- a. Nominations are due at ASC meeting in May and WSR Sub-Committee members will submit nominations for open positions in May.
- b. Elections will occur at ASC meeting in June and WSR Sub-Committee will hold elections to fill positions in June.
- c. WSR Sub-Committee members present at WSR Committee meetings have a vote.
- d. Nominee is asked to remove themselves from the room while voting occurs.
- e. Voting is based on majority rule.
- f. The chair is responsible for facilitating this process as follows:
 - i. Voting on xxx position.
 - ii. Request for nominees.
 - iii. Request that the nominee removes him/herself from room.
 - iv. Discussion occurs on nominee.
 - v. Request votes of For; Against; Abstain.

5. How to become a WSR Step Guide

Addicts will qualify and become an oriented volunteer at the committee. They will discuss and be able to answer affirmatively all the following questions:

- a. Is your recovery based in Narcotics Anonymous?
- b. Have you done an 8th and 9th step?
- c. Do you work the steps in writing with an NA sponsor?
- d. Do you have at least 2 years clean?
- e. Do you attend NA meetings regularly?
- f. Do you have a working knowledge of the 12 Steps and 12 Traditions of NA?
- g. Do you have experience as an NA sponsor?
- h. Do you have the means to provide envelopes and stamps for regular correspondence?
- i. Are you willing to sign and follow the NA WSR Correspondence Only agreement?
- j. Are you willing to attend at least one WSR Committee meeting or one WSR workshop per year?

Step Guides will be assigned an inmate in the order that they have qualified and when inmates of the same sex become available. The Postal Facilitator will notify the new step guide of an assigned inmate.

On an annual basis at the January subcommittee meeting, the WSR subcommittee will hold a 30-minute step-guide check-in meeting. For step-guides unable to attend, alternate options

will be offered. The purpose of this meeting will be to hold an orientation for members and to check in with existing step-guides to provide guidance and answer questions and concerns. The check-in meeting will occur via conference call within the first 30 minutes of the monthly WSR Subcommittee meeting in the Ridgeview Pro North building. Step guides can attend in person or via conference call. The format of the meeting will include an orientation for members and an open format for all step guides to discuss issues and obtain answers to questions. The chair will send a survey to all step guides requesting concerns and questions they would like addressed at the meeting two months prior and in November.

6. Clean Time Requirements

- a. WSR Step Guide: 2 years
- b. Chair: 2 years
- c. Vice Chair: 1 years
- d. Coordinating Secretary: 1 year
- e. Assistant Coordinating Secretary: 1 year
- f. Postal Facilitator: 2 years
- g. Assistant Postal Facilitator: 1 year
- h. Committee Member: 1 day

7. Responsibilities of Trusted Servants

Trusted servant positions follow roles, requirements, and responsibilities outlined below. After 1 unexcused absence from the WSR subcommittee meeting, the WSR Chair will contact the appointee to ensure he/she is willing to serve and is aware of the absentee policy. After 2 consecutive unexcused absences from the WSR subcommittee meeting, the appointed individual will relinquish the position and the subcommittee will appoint and vote in a replacement.

- a. Chair
 - i. Minimum clean time requirement is 2 years.
 - ii. Attends monthly WSR meetings.
 - iii. Keeps order in the meeting and follows the meeting format in section 3.
 - iv. Keeps discussion on topic.
 - v. Ensures that the Traditions and Concepts are upheld in all matters.
 - vi. Maintains communication between the WSR and MASCNA.
 - vii. Attends each meeting of the ASC meeting and gives a monthly report at that meeting.
 - viii. Keeps accurate record of funds received and spent.
 - ix. Obtains check from the ASC in November for PO Box (yearly payment due December 31). P.O. Box is maintained through USPS. Username for account is the WSR email address. Password is the same used to access email account.
 - x. Makes sure committee has monthly meeting place.
 - xi. Facilitate annual step-guide check-in survey.
 - xii. Provides workbook invoices to MASCNA treasurer for payment.
- b. Vice Chair

- i. Minimum clean time is 2 years.
 - ii. Attends monthly WSR meetings.
 - iii. Helps chairperson keep proceedings orderly.
 - iv. Acts as chairperson in the case of chairperson's absence. Fills in for any other trusted servant position as necessary.
 - v. If the office of chairperson becomes vacant, serves as Chair until confirmed by MASCNA or until a new chair is elected.
 - vi. Attends MASCNA meetings in the case of chairperson's absence.
 - vii. May have other responsibilities depending on the needs of the WSR.
- c. Coordinating Secretary
- i. Minimum clean time is 1 year.
 - ii. Attends monthly WSR meetings.
 - iii. Reads previous month's minutes for approval.
 - iv. In the absence of an Assistant Coordinating Secretary, takes an accurate set of minutes at each meeting and uploads to Google Drive folder.
 - v. Maintains an ongoing file of all WSR minutes in Google Drive.
 - vi. Will hold 2nd PO Box key if Postal Facilitator or Assistant Postal Facilitator position is vacant.
 - vii. May have other responsibilities depending on the needs of the WSR.
- d. Assistant Coordinating Secretary
- i. Minimum clean time is 1 year.
 - ii. Goal of the position is to assist and learn the duties of the Coordinating Secretary, so that Assistant can function in the absence of the Coordinating Secretary.
 - iii. Takes an accurate set of minutes at each meeting and uploads them to the Google Drive prior to the next meeting.
 - iv. May have other responsibilities depending on the needs of the WSR.
- e. Postal Facilitator
- i. Minimum clean time is 2 years.
 - ii. Attends monthly WSR meetings.
 - iii. Is responsible for one of the PO Box keys.
 - iv. Picks up WSR mail on a weekly basis and within 2 weeks, follows the process outlined within Guidelines for Function #d, #f, and #g.
 - v. Notifies/Reminds WSR Chair upon receipt of PO Box renewal to ensure that PO Box is renewed each year.
 - vi. To assure accountability, keeps a complete log of all WSR step guide communications (as described in Guidelines for Function #g).
 - vii. May have other responsibilities depending on the needs of the WSR.
- f. Assistant Postal Facilitator
- i. Minimum clean time is 1 year.
 - ii. Attends monthly WSR meetings.
 - iii. Maintains phone contact with Step Guides as needed.
 - iv. Is responsible for the 2nd PO Box key.

- v. Goal of the position is to assist and learn the duties of the Postal Facilitator, so that the Assistant can function in the absence of the Postal Facilitator.

8. Terms of Commitment

The term for each trusted servant position is 1 year with a maximum consecutive term of 2 years in the same position. Servant position term begins and ends in June. Nominations for positions are due at the May AREA. Voting for positions will occur at the June AREA.

D. MASCNA Web Site Subcommittee

1. Purpose

The Mariettana.org website has one primary purpose: To carry the message to the addict who still suffers. It is intended to further enhance this effort through modern technology and the internet. We hope this site will enhance communication within the service structure as well as provide information for professionals, organizations and communities, but most of all to an addict seeking a new way of life.

2. Trusted Servants

Website committee shall consist of the following positions:

- a. Website Committee Chairperson (elected by ASC)
 - i. Requirements:
 1. 2 years clean time.
 2. 6 months service at group or area level.
 3. basic knowledge of html and web design, function and concepts.
 4. Must own a computer and have internet access.
 - ii. Duties:
 1. Coordinates all website committee activities.
 2. Presides at all regular, special, and general subcommittee meetings.
 3. Represents subcommittee at monthly ASC meetings.
 4. Ensures integrity of all content on website including adherence to 12 Traditions of Narcotics Anonymous.
- b. Website Committee Vice Chairperson
 - i. Requirements:
 1. 1 year clean time.
 2. 6 months service at group or area level.
 3. willingness to learn and eventually assume technical issues and functions involved in chair position.
 4. Must own a computer and have internet access.
 - ii. Duties:
 1. Works closely with and assists chairperson.
 2. In the absence of the chairperson at a meeting, assumes all responsibilities normally carried out by the chairperson.

3. Takes minutes from secretary and verifies that any personal information has been deleted before posting to web site.
- c. Web-centric Facilitator
 - i. Requirements:
 1. 1 year clean time.
 2. working knowledge of: html, JSP, MySQL, and website design and function.
 3. Must own a computer and have internet access.
 - ii. Duties:
 1. Implements initial design and any future changes as designated by the subcommittee. This involves changes to html, JSP, database schemas, and server layout.
 2. Any changes to the map interface, whether caused by the subcommittee or the map provider, will also have to be maintained.

3. Committee Meetings

The committee shall meet monthly on a schedule to be determined.

4. Budget

The budget for the Website Committee is set yearly by the ASC. This money is used for domain registration⁴, hosting service, clerical supplies, necessary software expense, and office supplies as needed. Money needed in excess of the annual line item budget must be approved by the ASC. The website is currently hosted under the Georgia Region umbrella, but domain is owned and maintained by the Marietta Area Website Subcommittee

5. Basic Website Design, Content, and Work Flow

Design and content specifics are detailed in the Committee Design and Content Document which is maintained by the Committee Chairperson. This document is available to any ASC members upon request.

The Website Subcommittee adds meetings to the online schedule at the same time they are to be added to the printed schedule.

E. 24 Hour Room

1. NAME

This committee shall be known as the Marietta Area 24 Hour Room subcommittee.

2. Purpose

To plan, coordinate and execute the 24 Hour Room by promoting unity, fellowship and a safe environment conducive to recovery. The 24 Hour Room is held annually within the last 2 weeks of December. The two weeks shall encompass, but not be limited to, December 24th and

⁴ website domain must be owned directly by MASCNA, not leased through a third-party hosting provider.

25th as well as December 31st and January 1st. The 24 Hour Room reports directly to the Marietta ASC.

3. Description

The 24 Hour Room is an open Narcotics Anonymous function that depends on its members' involvement and dedication to service. All members of the fellowship are encouraged and invited to get involved and help carry the message of Narcotics Anonymous to the addict who still suffers. The 24 Hour Room shall abide by the rules and regulations of the contracted facility at all times. The meetings held at the 24 Hour Room are in no way intended to take the place of regularly scheduled Marietta Area Narcotics Anonymous meetings. Therefore, we remind all groups that any meeting that appears on the meeting list should be held at its regular time and place.

4. Meeting place

The subcommittee meets in an approved establishment readily accessible for all Narcotics Anonymous members to attend. Meeting time and location is announced and flyers are distributed to spread the word of planning and coordination.

5. Officers

a. Vice Chairperson

i. Requirements:

1. Two years of continued abstinence from all drugs.
2. Active in Narcotics Anonymous service structure for at least one year.
3. Willingness to serve.
4. Previous experience / participation on the 24 Hour Room subcommittee.
5. Has the time and resources necessary to complete these duties.
6. Has an understanding of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
7. Cannot be involved in a related business that could cause conflict.

ii. Duties:

1. Shall attend the MASC and Administrative service committee meetings when the chairperson is unable to attend.
2. Shall chair any subcommittee meeting which the chairperson is otherwise unable to attend.
3. Is authorized to collect money. Shall reconcile 7th tradition basket funds with Treasurer when the chairperson is unavailable. This task takes place while the event is ongoing, after all fundraiser events and before all subcommittee meetings.

b. Secretary

i. Requirements:

1. Two years of continuous abstinence from all drugs.
2. Willingness to serve.

3. Active in Narcotics Anonymous service for at least one year.
4. Has the time and resources necessary to complete these duties.
5. Has an NA sponsor and is working the 12 steps of Narcotics Anonymous.

ii. Duties:

1. Maintains a binder with all subcommittee documents in it.
2. Keeps minutes of all subcommittee meetings.
3. Maintains a list of names, email addresses and phone numbers of subcommittee members for the use of the subcommittee only.
4. Shall share minutes and agenda with all members of the subcommittee prior to the next regularly scheduled subcommittee meeting.
5. Keeps an extra set of minutes, updated after each subcommittee meeting. This is for when members need a copy.
6. Helps with the administrative running of the subcommittee.
7. Shall share business meeting agenda with the subcommittee at least 24 hours prior to the meeting.

c. Alternate Secretary

i. Requirements:

1. One year of continuous abstinence from all drugs.
2. Willingness to serve.
3. Active in Narcotics Anonymous service for at least one year.
4. Has the time and resources necessary to complete these duties.
5. Has an NA sponsor and is working the 12 steps of Narcotics Anonymous.

ii. Duties:

1. Maintains a binder with all subcommittee documents in it.
2. Keeps minutes of all subcommittee meetings.
3. Maintains a list of names, email addresses and phone numbers of subcommittee members for the use of the subcommittee only.
4. Shall share minutes and agenda with all members of the subcommittee prior to the next regularly scheduled subcommittee meeting.
5. Keeps an extra set of minutes, updated after each subcommittee meeting. This is for when members need a copy.
6. Helps with the administrative running of the subcommittee.
7. Shall share business meeting agenda with the subcommittee at least 24 hours prior to the meeting.

d. Treasurer

i. Requirements:

1. Three years of continuous abstinence from all drugs.
2. Willingness to serve.
3. Active in Narcotics Anonymous service structure for at least one year.

4. Previous experience / participation in the 24 Hour Room subcommittee.
 5. Has the time and resources necessary to complete these duties.
 6. Has an understanding of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
 7. Shall have a steady source of income.
- ii. Duties:
1. Shall keep a detailed account of all 24 Hour Room subcommittee funds.
 2. Shall utilize a composition notebook as a financial ledger and shall record, by hand, all expenses, funds raised and 7th Tradition collections for the duration of the 24 Hour Room.
 3. Shall give a detailed report at every regularly scheduled subcommittee meeting including, but not limited to, monies received and paid out.
 4. Shall ensure that all operating expenses are fulfilled in the form of a check or debit card payment, with the accompanying receipt being furnished to the secretary at the following regularly scheduled subcommittee meeting.
 5. Shall, during the 24 Hour Room, meet with the chair or, in their absence, the vice-chair, and reconcile the 7th tradition funds daily, record the numbers in the financial ledger and deposit monies collected on regular banking days.
 6. Shall work in conjunction with the assistant treasurer in regards to money collection.
 7. Shall maintain an envelope with all receipts.
 8. Is authorized to collect money. Has access to and manages electronic payment methods. The ASC Treasurer will also be granted access to electronic payment accounts and the special 24hrfinances gmail address will have the password changed with this position is elected.
 9. Will have signing authority on the 24 Hour Roomm bank account.
 10. Will provide monthly bank statement to chairperson at subcommittee meetings.
- e. Assistant Treasurer
- i. Requirements:
1. Three years of continuous abstinence from all drugs.
 2. Willingness to serve.
 3. Active in Narcotics Anonymous service structure for at least one year.
 4. Previous experience / participation in the 24 Hour Room subcommittee.
 5. Has the time and resources necessary to complete these duties.
 6. Has an understanding of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
 7. Shall have a steady source of income.
- ii. Duties:
1. Shall coordinate with Merchandiser for merchandise purchases and distribution to subcommittee members.

2. Shall not allow a member of the subcommittee to hold more than 10 items at a time.
3. Shall ensure that additional merchandise is distributed to members once they have turned in all monies for merchandise already sold.
4. Shall collect all monies from merchandise sales at the beginning of each regularly scheduled subcommittee meeting and reconcile with the treasurer prior to meeting end.
5. Shall, in the absence of the treasurer, meet with the chair and/or vice- chair and reconcile the 7th tradition funds collected and record the numbers in a document to be scanned to the Treasurer.
6. Is authorized to collect money. Has access to and manages electronic payment methods. The Area Treasurer will also be granted access to electronic payment accounts and the special 24hrfinances gmail address will have the password changed with this position is elected.
7. Will have signing authority on the 24 Hour Room bank account.
8. Will provide monthly bank statement to chairperson at subcommittee meetings, in the event Treasurer is unable to do so.
9. Shall be in charge of ordering literature for the 24 Hour Room event. Order must be placed by preceding October ASC meeting.

f. Merchandiser

i. Requirements:

1. Two years of continuous abstinence from all drugs.
2. Willingness to serve.
3. Active in Narcotics Anonymous service structure for at least one year.
4. Previous experience / participation in the 24 Hour Room subcommittee.
5. Has the time and resources necessary to complete these duties.
6. Has an understanding of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
7. Shall have a steady source of income.

ii. Duties:

1. Shall keep a detailed account of all 24 Hour Room subcommittee merchandise inventory.
2. Shall keep a detailed list of all subcommittee members holding merchandise for sale and/or cash collected.
3. Shall give a detailed report at every regularly scheduled subcommittee meeting including, but not limited to, monies received and paid out.
4. Shall maintain an envelope with all receipts.
5. Is authorized to collect money.

g. Decorations Coordinator

i. Requirements:

1. Six months of continued abstinence from all drugs.
2. Willingness to serve.
3. Has the time and resources necessary to fulfill these duties.

ii. Duties:

1. Shall inventory all supplies/decorations before the start of the 24 Hour Room and provide subcommittee an estimate of supplies needed no less than 2 weeks prior to the event.
2. Shall arrive a minimum of 4 hours prior to the opening of the 24 r Rm to direct and assist with set-up.
3. Is not authorized to collect money, with regard to this position.
4. Shall inventory all supplies/decorations at the close of the 24 Hour Room and provide a report at the next scheduled subcommittee meeting.

h. Clean-up Coordinator

i. Requirements:

1. Six months of continued abstinence from all drugs.
2. Willingness to serve.
3. Has the time and resources necessary to fulfill these duties.

ii. Duties:

1. Shall inventory all supplies (garbage bags, toilet paper, paper towels, cleaning products, etc.) before the start of the 24 Hour Room and provide subcommittee an estimate of supplies needed, no less than 2 weeks prior to the event.
2. Shall arrive on time at the time specified by the chairperson to direct and assist with the cleanup of the 24 Hour Room.
3. Shall inventory all supplies at the close of the 24 Hour Room and provide a report at the next scheduled subcommittee meeting.

Is not authorized to collect money.

i. H & I Liaison

i. Requirements:

1. Six months of continued abstinence from all drugs.
2. Willingness to serve.
3. Has the time and resources necessary to fulfill these duties.

ii. Duties:

1. Shall obtain a current list of treatment centers from the Marietta H&I committee and mail an invitation letter to each facility listed.
2. Shall serve as a liaison between the 24 Hour Room and the treatment centers.
3. Is not authorized to collect money.

Must provide anticipated postage expense to committee for approval.

j. Personal Shift Coordinator

i. Requirements:

1. One year of continued abstinence from all drugs.
2. Willingness to serve.
3. Has the time and resources necessary to fulfill these duties.
4. Previous experience/participation on the 24 Hour Room subcommittee.

ii. Duties:

1. Shall create a chart consisting of 4-hour time slots throughout each day of the 24 Hour Room and sign up at least two members for each shift.
2. Once a shift has been taken, a copy of the personal shift responsibilities should be provided to each member of the shift. (See Article 19 ADDENDUM G: 24 Hour Room Personal Shift Responsibilities)
3. Shall ensure that an accurate phone number is provided.
4. Shall organize two (learning days prior to the opening of the 24 Hour Room. Will provide 2 emergency phone numbers on handout for Learning Day.
5. Shall provide 1 laminated, poster-sized copy of shift chart for use at the 24 Hour Room.
6. Shall ensure Personal Shift Guidelines are posted at the 24 Hour Room.
7. Shall make a reminder call to all shift workers the day prior to actual shift.
8. Is not authorized to collect money.

k. Group Shift Coordinator

i. Requirements:

1. One year of continued abstinence from all drugs.
2. Willingness to serve.
3. Has the time and resources necessary to fulfill these duties.
4. Previous experience/participation on the 24 Hour Room subcommittee.

ii. Duties:

1. Shall organize group shift slot selection at the October ASC meeting, where numbers will be drawn for picking order and GSRs will select preferred slot, based on group conscience and availability.
 - a. In the spirit of unity, group shift selection will be open to groups and subcommittees of neighboring areas, in addition to those within the Marietta Area.
 - b. To ensure fairness, any group or subcommittee not present at the October ASC meeting shall draw numbers in November and be added to the end of the previous month's group slot selection list.
 - c. This will also apply for groups who are willing to take additional shifts.
2. Must attend October ASC.
3. Shall provide each group with a copy of the group shift responsibilities at the November MASC. (See Article 20 ADDENDUM G: 24 Hour Room Group Shift Responsibilities)

4. Shall create a chart listing all group names in their appropriate time slot.
5. Shall place a call to each Group Service Representative (GSR) or subcommittee chairperson the week prior to the opening of the 24 Hour Room, as well as the day prior to their shift to remind them of their groups' service commitment.
6. Shall provide one laminated, poster-sized copy of shift chart for use at the 24 Hour Room.
7. Shall ensure Group Shift Guidelines are posted at the 24 Hour Room.
8. Is not authorized to collect money.

6. Members

- a. All participants shall be members of Narcotics Anonymous.
- b. All members must have the willingness to serve.
- c. Any member with 2 or more consecutive, unexcused absences from subcommittee meetings or fundraiser events, may be asked to resign at the discretion of the subcommittee.
- d. Purchases of \$25 or more must be pre-approved by the subcommittee.
- e. Receipts are required when seeking reimbursement from the subcommittee.

7. Voting

- a. Members are allowed to vote after attending two, prior consecutive business meetings.
- b. The Chairperson is not allowed to vote unless there is a tie.
- c. When acting as Chairperson, the Vice-Chairperson shall not vote unless there is a tie.
- d. Procedural policy changes require a two-thirds majority vote. Waiving of clean time is a procedural policy change.
- e. When voting subcommittee member(s) into a position the member(s) being voted on must leave the room while the voting process takes place.
- f. Voting will only take place when the subcommittee physically meets. In the event that a dial-in number is provided, over the phone votes will be permitted.
- g. After missing 2 or more consecutive meetings, voting privileges are suspended until the member meets original requirement.
- h. Nominees must be present to be voted in as Officer.

8. Term of office

- a. Elections for new officers will be held prior to February ASC meeting. Positions not filled in February can be filled throughout the course of the year.
- b. No member should serve in the same officer position for more than two consecutive terms.

9. Merchandise and Vendors

- a. No merchandise is to be sold at the 24 Hour Room unless pre-approved by the subcommittee.
- b. Only merchandise directly related to Narcotics Anonymous is allowed to be sold.
- c. Only world approved vendors will be allowed to set up and must submit a written proposal to the subcommittee for approval.

- d. In the event that a vendor submits a proposal, he/she shall only be allowed to set-up shop for four days maximum for the duration of the 24 Hour Room.
- e. Only one vendor is to be allowed to set-up for the duration of the 24 Hour Room. If more than one vendor submits a proposal, the subcommittee shall vote as to which vendor will be allowed.
- f. A vendor may set up and sell his/her merchandise, however, they shall not hold any raffles or other gambling related activity at the 24 Hour Room, whether for profit or not.

10. Fliers

- a. All fliers for the 24 Hour Room must be pre-approved by the subcommittee and presented at the monthly ASC meeting prior to distribution.
- b. A disclaimer of non-affiliation must appear at the bottom of each flier if any facility or outside enterprise is mentioned.
- c. A registered Narcotics Anonymous logo must appear on each and every flier.

11. Fundraisers

- a. In the event that known non-member funds are accepted at fundraiser events, those proceeds will be forwarded to a non-profit organization, not affiliated with Narcotics Anonymous. This will ensure observance of our seventh tradition.
- b. Subcommittee members will not be expected to discern or verify membership to NA.

12. Social Media

- a. Subcommittee may utilize a secret Facebook page for purposes of announcements and information relevant to 24 Hour Room events.
- b. All posts shall be monitored and controlled by subcommittee officers, whom will serve as page admins.
- c. No less than four officers will serve as page admins.

13. Financials

- a. At the February MASC meeting, the 24 Hour Room will donate all funds to the ASC, except their \$1,000 prudent reserve and \$750, which will be used as the next year's start-up funds.
- b. If at any time before the 24 Hour Room event, the bank account balance exceeds a \$3k cap, all money above \$3k will be donated to area at next ASC. b. The 24 Hour Room subcommittee will establish a prudent reserve of \$1,000 by accruing it annually in increments of \$250 or 25% of ending balance, minus \$750 start-up money, whichever is less.
- c. Prudent reserve, despite being kept in 24 Hour Room bank account, shall not be counted toward \$3k cap.
- d. Prudent reserve will not be included in ending balance reported after 24 Hour Room annual event.
- e. The purpose of prudent reserve is only to be used in the event the subcommittee has insufficient funds for basic 24 Hour Room operations, which are defined as rent, toiletries and cleaning supplies.

14. Disruptive/Violent Behavior

- a. In accordance with the Information Pamphlet (IP) on Violent and Disruptive behavior, members displaying such behavior:
 - i. Should first be approached and spoken to by a more experienced member(s) of the NA fellowship.
 - ii. If the behavior continues or violence ensues, the member(s) are to be asked to leave for 24 hours to “cool down” and must be reassured that they are welcome back so long as the behavior ceases.
 - iii. Should the behavior turn violent, threatening and/or life- endangering, the authorities shall be contacted and the safety of all present needs to be maintained. The offender will not be welcomed back for the duration of the 24 Hour Room.
 - iv. ***Please refer to the pamphlet “Disruptive and Violent behavior in NA” for further information and guidance in this matter. ***

15. Children

- a. The 24 Hour Room asks for the safety of children, that parents keep their children with them at all times.
- b. If children are found alone or wandering the premises, they will be escorted to their parents immediately.
- c. Parents should then be kindly reminded that, while all children are welcome, they’re child should never be left unsupervised while they fellowship, make a meeting, or talk with their sponsor/sponsees. Also, if there are any damages incurred by their children, it is the parent’s responsibility to take care of the matter.
- d. For the protection of the 24 Hour Room and the fellowship at large, all members must be vigilant and assist in this matter.

16. Pets/Drugs/Weapons

- a. The 24 Hour Room shall abide by the rules and regulations of the contracted facility.
- b. If a member brings a pet or is found to have drugs, paraphernalia and/or a weapon on them, they should be approached (If possible by someone who knows them) and told that as per facility and 24 Hour Room policy, they are welcome, the pet, drugs/paraphernalia and/or weapon is not.

13. Addendum A – Narcotics Anonymous Readings

A. Serenity Prayer

God grant us the serenity to accept the things we cannot change, the courage to change the things we can, and the wisdom to know the difference.

B. Twelve Traditions

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority – a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
11. Our Public Relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

C. Twelve Concepts

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of N.A.
2. The final responsibility and authority for NA services rests with the NA Groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the means by which we invite a loving God to influence our decisions.

7. All members of a service body bears substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, not government.

14. Addendum B – The NA Service Structure Below the area Level

A. Regional Service Committee

The area is part of the region and participates in quarterly RSC meetings. The purpose of the RSC is to serve the areas in the region. At the RSC, the areas come together to do those things that are best done through collective effort, rather than through areas acting alone. This would include things such as staging an annual convention, and building a Region group conscience to take to WSC. The RCM and RCMA represent the area at the RSC. They attend the RCM/GSR workshop on Saturday and the RSC business meeting on Sunday. GSRs in the area may also want to attend the RCM/GSR workshop so they can learn more about Regional Services and about how the NA structure works. Funding for the RCM and RCMA to attend the RSC meeting will consist of one night (combined) stay in the hotel, and roundtrip mileage (\$.30 per mile) to Macon, GA. Meals are not provided. Any other expenses must be voted on in advance of the RSC meeting.

B. World Service Committee

The purpose of the WSC is to serve the worldwide Fellowship. Just as the area is represented by our RCM at the RSC and the GSR at the ASC represents the groups, so each Region is represented by a RSR at the WSC. This completes the group conscience process, which began with individual NA member's discussions in their groups. As long as we follow the group conscience all the way from the groups to the WSC, we open ourselves to the guidance of a loving God, which insures the health and growth of Narcotics Anonymous. When we depart from this process, self-will and diseased thinking will enter our service structure. It is up to each NA member to be vigilant in upholding the Twelve Traditions and in keeping our service structure in accord with spiritual principles.

C. Registered Groups

The WSO keeps a record of all registered groups in the entire Fellowship. In order to remain registered, each group must do so on a yearly basis. Each September the ASC begins collecting information from each group to register all the groups in the area to the WSO. Information needed includes the time and location of the meeting, the name of the group, and a mailing address. Once registered, each group will receive free copies of the NA Newslines and the World Conference

Digest. Also, on rare occasions there will be a group-by-group vote on motions placed before the WSC. Only registered groups can vote on such motions.

Visual service structure

15. Addendum C – Documents which can be Addressed by Housekeeping Motions

The following documents may be edited via housekeeping motions:

- ASC Minutes
- Marietta area meeting schedules
- Group Service Representative report forms
- Subcommittee report forms
- Literature order forms
- Marietta area expense report forms
- Motion forms
- Nomination forms
- Budget forms

16. Addendum D – Parliamentary Procedure (Robert’s Rules of Order)

A. Types of motions

Type of Motion	Description	I ⁵	2 nd	D ⁶	Vote
Main Motion	An idea or action that a member wants the committee to put into practice.	No	Yes	Yes	Varies
Motion to Amend	Used to change a main motion already on the floor – If the maker & 2 nd of the main motion accept it, this is called a Friendly Amendment and does not require a vote by the committee.	No	Yes	Yes	Simple
Call for a Vote	Used to end debate on an issue.	No	Yes	No	2/3
Motion to Table	Postpones an issue until it is ready to be voted on. Must include the time the issue will be addressed in the motion.	No	Yes	No	Simple
Motion to Remove From the Table	Used to take up a motion previously tabled.	No	Yes	No	Simple
Motion to Refer	Used when the body does not have enough information to make a decision. Sends the motion to a committee for further study.	No	Yes	Yes	Simple
Motion to Reconsider	Used to rescind a previous decision. Must meet 3 requirements for this motion to be made. <ol style="list-style-type: none"> 1. The decision must have occurred during the present meeting or the one immediately preceding. 2. The member making the motion must have information that was not available when the previous vote was taken. 3. The member making the motion must have been on the prevailing side of the original vote. 	No	Yes	Yes	Simple if prior notice given 2/3 if not
Withdraw a Motion	The maker of the motion can withdraw a motion, but only if there is no objection from voting participants.	Yes	No	No	Unanimous
Suspend the Order of the Day	Used to depart from the prearranged agenda. Examples: <ul style="list-style-type: none"> • Can be used to vote on a new issue prior to new business. • Can be used to allow for discussion without a motion on the floor. 	No	Yes	Yes	Simple
Return to the Order of the Day	Used to reinstate the agenda.	No	Yes	Yes	Simple
Suspend the Rules	Used to suspend policy. Should only be used in dire circumstances. Effectively circumvents the will of the groups by ignoring their approved policy.	No	Yes	Yes	2/3

5 Interrupt

6 Debatable

Type of Motion	Description	I⁷	2nd	D⁸	Vote
Return to the Rules	Used to reinstate the rules.	No	Yes	Yes	Simple
Motion to Adjourn	Used to close the meeting.	No	Yes	No	Simple
Appeal ruling of Chair	Used to challenge a decision the chair has made regarding the rules of order.	Yes	Yes	Yes	Simple
Housekeeping Motions	Describes motions which relate only to the Motions business of the Area Service Committee (Article 7.D.1)	No	Yes	Yes	Article 7.D.1

B. Types of Procedures

Type of Motion	Description	I⁹	2nd	D¹⁰	Vote
Call for Order of the Day	Used if a member feels business has strayed from the agenda.	Yes	No	No	None
Point of Information	Used to ask for certain information on a motion at hand. Not for offering information.	Yes	No	No	None
Point of Parliamentary Inquiry	Used if a member wants to do something, but does not know how it fits into the rules of order.	Yes	No	No	None
Point of Personal Privilege	Used if something is interfering with a member's ability to participate. Example: too noisy, too hot, etc.	If Urgent	No	No	None

C. After a Main Motion is Made

Main motions must receive a second from a GSR. If they do not, they die for a lack of second. After a motion is made, the Chairperson may rule it out-of-order for one of several reasons:

- it violates policy
- it clearly contradicts the 12 Traditions or Concepts,
- is made at the wrong time in the meeting.

This ruling can be appealed as noted above.

After a motion is made and seconded, debate may begin. Speakers must be recognized by the chair. Discussion is usually limited to two or three pros or cons (speakers for and against the motion); however, the chair may allow more discussion if necessary.

17.Addendum E – MARIETTA AREA ADDITIONAL NEEDS HEARING IMPAIRED GUIDELINES

Disclaimer: *Narcotics Anonymous does not enforce the law. This listing of the law, and the consequences for groups not complying with the law, are included so that your group can make a*

7 Interrupt

8 Debatable

9 Interrupt

10 Debatable

fully informed choice. This is in line with Chapter 4 in the Basic Text: “We believe that the sooner we face our problems within our society, in everyday living, just that much faster do we become acceptable, responsible and productive members of that society”. Additionally, Narcotics Anonymous supports the right of every addict to find recovery through Narcotics Anonymous. To assist Groups and the NA Service Structure to fulfill Tradition 3 and Tradition 5 in reaching out to those with Additional Needs, the following guidelines are being provided.

This guideline is only a general guidance on a complex set of issues. Groups and Service Entities may find that their situation may not be covered in these guidelines. In these cases, or at any time, it is highly encouraged to contact your Area, Region, the South Florida Region, Additional Needs Point of Contact (POC) or NAWS to obtain further assistance.

A. Statement of Purpose:

The Marietta Area is committed to supporting the right of every addict to find recovery through Narcotics Anonymous. This guideline is to help groups, Areas and Region with suggestions on what to do when face with accessibility issues about addicts with physical, visual and hearing disabilities. This guideline will address those with hearing disabilities at meetings.

B. Definitions of Hearing Impairment

1. Deaf

Significant or profound hearing loss. The method of communication is primarily American Sign Language (ASL).

2. Hard of Hearing

Any degree of hearing loss without the use of ASL. Depending on the degree of hearing loss, the use of hearing aids, apps and special devices and lip reading may be used.

In both groups, the level of verbal or written English skills may vary widely.

C. How to assist a NA member with a hearing disability at a meeting

It can be difficult to tell if a member has a hearing disability. Hopefully, the member will let someone know of any needs. If there is an initial difficulty in communicating, pen and paper, or cell texting, may be an option.

No matter what degree of hearing impairment, the following information will help:

1. Insure to maintain eye contact. When one looks away while speaking, or covers the mouth, it becomes difficult to read facial and body expressions and lips.
2. Do not speak loudly or not at all. Speaking louder will rarely help (unless the member states that it will) and not speaking at all would be just as rude as not speaking to any other newcomer.
3. One person speaks at a time. It is very difficult to understand several people speaking. This is because the hearing-impaired member is also looking at facial and body expressions. Trying to watch several people at a time not only is challenging but causes a loss of communication.

4. Meeting chair arrangement and seating are also important. Chairs arranged in a circle, square or rectangle are optimal. When chairs are in a row, for example many speaker meetings, insure the hearing-impaired person has a seat up front with unrestricted view of the speaker.
5. Maintaining an atmosphere of recovery in the meeting also helps. Members need to keep in mind that when they continually get up and down from their seats, especially in front of the hearing-impaired member, that valuable communication is lost. Also, cross talk also interrupts communication, as well as the meeting.
6. Lighting: Lighting is important for the member to be able to read lips and see the speaker and interpreter. A special situation is candlelight meetings. If the meeting is a candlelight meeting, on the meeting schedule and candlelight stated in the format, there is no need to turn on the lights. There is always a place at the meeting where the member and the interpreter can be seated where it does not interfere with the candlelight format but offers the ability to the member to see the interpreter. Spirituality and common sense will help find a solution.
7. During the readings, offer the written literature for the member to read and follow along.

If the member states that the preferred method of communication is ASL, a certified Sign Language interpreter should be utilized. Obtaining an interpreter can be done by contacting the state registry of certified interpreters or an interpreting agency. Certified interpreters are bound by a Code of Ethics and must adhere to HIPAA (the laws that govern medical release of information and confidentiality). Therefore, even in a closed meeting, anonymity will be kept.

D. Cost

Many groups will be concerned about cost. Here are some suggestions to help:

1. Friends or family members interpreting: there are some draw backs to this. If a family member is interpreting, the NA member may not be able to speak freely (this would be the same as having your mom in the room). Additionally, they might not understand NA terms and relay the information incorrectly. This would also apply to a friend who is not a NA member.
2. A NA member that knows ASL: this can be a good option if the meeting does not overburden the NA member doing sign. Remember, that NA member also deserves meetings where she or he can concentrate on the meeting for themselves. When someone is interpreting, their focus is on their task and they may not get the life saving message of NA that they need for themselves.
3. Interpreters needing CEU (hours for certification) may be willing to interpret one regularly scheduled meeting a week for a very nominal fee.
 1. If there are 2 neighboring Areas that have members needing an interpreter, those Areas can choose a meeting near their boundary and share the cost of the interpreter. Group member should ensure that the hearing impaired members have transportation to that meeting.
 2. Court and treatment ordered members: In most states, Florida included, when a member requires an interpreter, the COURT or the TREATMENT CENTER must provide the interpreter. Remind the member that she or he has that right. If the member sticks and

stays after court/treatment orders, THEN it will be the responsibility of the group to obtain the interpreter.

3. There is special equipment, both apps and instruments, that can assist in interpreting. Some members may have access to this, and others may not. It may be brought to the service system (Area, Region) if purchasing one-time equipment may be an option.
4. Another medium available is the virtual meeting Deaf Zoom group. This group meetings on Zoom on Thursday 8 pm EST and Saturday 12 noon EST. This is a closed group has both ASL and voice and welcomes any addict. This group is not to be used in place of physical meetings but is a welcome aid to recovery. The meeting is posted on NA.org and the direct link is: <https://zoom.us/j/802616925>
5. The website should have instructions for those that are hearing impaired to be able to use the phone lines. Phones lines that are able to receive texts will also help.

Please remember that members with Additional Needs are full NA members. Including them in business meetings, service work and activities allows them to feel a part of the group and NA, rather than apart from everyone.

Please feel free to contact the South Florida Regional Additional Needs POC at hareodog@mindspring.com or call at 321 567 4112 (landline) if there is any problems or additional information is needed.

18.ADDENDUM F: MARIETTA AREA ADDITIONAL NEEDS BLIND AND VISION IMPAIRED GUIDELINES

Disclaimer: Narcotics Anonymous does not enforce the law. This listing of the law, and the consequences for groups not complying with the law, are included so that your group can make a fully informed choice. This is in line with Chapter 4 in the Basic Text: “We believe that the sooner we face our problems within our society, in everyday living, just that much faster do we become acceptable, responsible and productive members of that society”. Additionally, Narcotics Anonymous supports the right of every addict to find recovery through Narcotics Anonymous. To assist Groups and the NA Service Structure to fulfill Tradition 3 and Tradition 5 in reaching out to those with Additional Needs, the following guidelines are being provided.

This guideline is only a general guidance on a complex set of issues. Groups and Service Entities may find that their situation may not be covered in these guidelines. In these cases, or at any time, it is highly encouraged to contact your Area, Region, the South Florida Region Additional Needs Point of Contact (POC) or NAWS to obtain further assistance.

A. Statement of Purpose

The Marietta Area is committed to supporting the right of every addict to find recovery through Narcotics Anonymous. This guideline is to help groups, Areas and Region with suggestions on what to do when face with accessibility issues about addicts with physical, visual and hearing disabilities. This guideline will address those with visual disabilities at meetings.

B. Definitions of Vision Impairment

1. Blind

Significant, profound or total vision loss. Most with this vision loss will use either a white cane, a human guide or a service dog with a marked vest stating, “guide dog” and a long handle.

2. Vision Impairment

Any degree of vision loss that interferes with sight. This can include, but is not limited to, narrow field of vision, pinpoint vision, diminished sight in darkness or low light and episodes of loss of sight due to illness such as Multiple Sclerosis or injury.

In both groups, reading ability by sight is either affected or not an ability. Depending on the vision loss, the use of Braille, reading apps, MP3s, CDs and other technology or tools may be used.

C. How to assist a NA member with a vision disability at a meeting

It can be difficult to tell if a member has a vision disability unless there are obvious signs such as a white cane or guide dog. Hopefully, the member will let someone know of any needs. There may be some embarrassment of having a vision disability, especially with newcomers. Some signs that a member needs some assistance would be either walking through the door and stopping, as if confused, walking into objects or seeming to be lost in the room. Greet the member, with your name, and ask if you can be of assistance.

No matter what the degree of vision impairment, the following information will help:

1. Getting to meetings

Members with vision challenges cannot drive. They are dependent on public transportation or members willing to transport them.

2. The meeting place

When members with vision challenges are attending, there are some situations to keep in mind for the safety and ability of the member to be as independent as possible.

a. Meeting places

This means the door entrance, room entrance, bathroom, furniture placement, the coffee pot area with ingredients and utensils, etc. are all memorized for ease of movement and self-sufficiency. When something is changed in the meeting room, please tell the member of the change upon entry. Otherwise, the member can become confused or lost within the room.

b. Assistance

There are times that the member will need . This could be to find a direction where something is located, who is in the room or a variety of other reasons.

Here are some suggestions on how to assist:

- i. The member may call out someone’s name or say something like “hey” to get a person’s attention. The member is not being rude but just trying to find who is available to help! By responding with your name, the member then knows who is being addressed and communicate the need. Remember that sound is one of the ways a person with vision challenges can “see”.

- ii. If the member needs physical assistance to get to a particular place, do not grab them. Instead, step up to their side and ask how they prefer to be assisted. Many do appreciate the offer of an elbow on which they can place their hand.
- iii. If there is no recognizable voice near them, or if it is a newcomer, there is the feeling of being alone and/or ignored. Please do walk up to the member and introduce yourself. This is also helpful as there could be voices talking to each other, but the member is unsure if you are in a private conversation or are busy.
- iv. Sometimes the member may ask you to read a section of literature to them. Please remember our spiritual principles in helping the member – no NA member is a burden; all are equally important.

c. Business meetings

There are several challenges at business meetings:

- i. The assumption that disabled members are not capable of service work. Please include all members.
- ii. The voting process is another situation. The business meeting leader needs to read the vote out loud stating those votes for, against and abstentions as well as whether the vote passed or failed. The member cannot see the show of hands.
- iii. When passing out flyers, please take a moment to read the flyer aloud.

d. Websites

Here are things to remember:

- i. When creating a website, please remember to add handicapped accessible features. There are several apps from which to choose. If you are not sure which are the best ones, ask the member.
- ii. When placing flyers on the website, and this is to include Facebook pages, please describe what is in the flyer. Many apps cannot “read” the pictures or the words in the flyer as they are not compatible with readers.
- iii. In the U.S., Federal laws do apply to public websites. Website accessibility does fall under ADA law, Title III, to be handicapped accessible. If your group needs assistance, your Region has knowledgeable people to assist you.

e. Phonelines

The phonelines should have verbal instructions for those with vision impairments. The members cannot read a meeting schedule and do depend on voice instructions.

Please remember that NA members with Additional Needs are equally able to participate at all levels of service. Including them in business meetings, service work and activities allow them to feel a part of the group and NA, rather than apart from everyone.

Please feel free to contact the South Florida Regional Additional Needs POC at hareodog@mindspring.com or call at 321 567 4112 (landline) if there are any problems or additional information is needed.

19.ADDENDUM G: 24 Hour Room Personal Shift Responsibilities

Personal Shift Responsibilities

- Please arrive at least 15 mins before your shift begins.
- **Important:** Make sure the noise level in the parking area and around the meeting room are kept to a minimum.
- No gambling on the premises.
- Make sure that meeting and hospitality rooms are kept clean at all times.
 - Throw away any trash, empty cups, plates, empty food platters, and clean tables. Clean the ashtrays outside several times. The room where food is served must be swept and moped at the end of your shift.
- Make sure there's enough sugar, coffee creamer, sweeteners, cocoa, decaf coffee, cups, napkins, plates and utensils in the hospitality room.
 - If ice is running low, please have someone purchase it and keep the receipt.
 - Keep an eye on supplies and let someone from the 24 Hour Room subcommittee know if anything is running low.
- When coffee in the hospitality room is low, start brewing the backup pot.
- When a group arrives for their shift, give them the 7th Tradition envelope. After they complete their shift make sure to collect the envelope from them.
- Make sure that **both** the **chair** of the meeting and the **person on shift** sign their group's envelope and deposit the envelopes in the 7th tradition collection box.
- Keep the kitchen area clean and wash any utensils or trays.
- Make sure the bathrooms have toilet paper at all times. This should be done at least twice during the shift.
- If someone is acting inappropriately, please speak with him or her with patience and compassion. If you can't, find someone who can.
- If for any reason you cannot make it to your shift, please call (Insert Personal Shift Coordinator Name and contact phone number).

Remember that this facility is not our property. They are nice enough to let us use it. We would like to have it again next year, so please, let's treat it with respect. Thank you.

The (Insert Year) 24 Hour Room Subcommittee

20.ADDENDUM G: 24 Hour Room Group Shift Responsibilities

Group Shift Responsibilities

- Please arrive at least 15 minutes before your shift is to begin.
- Our primary purpose is for the groups to bring in a meeting and help carry the message of recovery to the still suffering addict.
- It is only a suggestion to bring food and soda for selected shift. Food and drinks are to be provided by the groups, if your group can do so. If you have not already set an amount aside for your group, we suggest that you pass a second basket at each meeting to collect money to buy food, drinks, and ice, or have group members commit to bring the items needed.
- The 24 Hour Room always needs things during its operation. If group members would like to bring something extra with them such as coffee, cups, cookies, chips, etc., it would be greatly appreciated.
- If you're sharing a time slot with another group, agree on a format together. This should be taken care of before you arrive for your shift.
- We will supply you with the format, chips, reading cards, and literature.
- When you sign in with the person on shift, he or she will supply you with a 7th Tradition envelope. After the meeting, notate the amount collected on the envelope and sign it, along with the person on shift. Deposit envelope into 7th Tradition collection box.
- Try to get as much support from your group members as possible, have your secretary announce detailed information about the 24 Hour Room during his or her secretary's report. Remember that there are many addicts who do not have anyone to celebrate and share the holidays with.
- No food or drinks are allowed to be stored in the meeting room. Please keep all food and drinks in the kitchen.
- If for any reason you cannot make it to your shift, please call (Insert Group Shift Coordinator Name and contact phone number).

Remember that this facility is not our property. They are nice enough to let us use it. We would like to have it again next year, so please, let's treat it with respect. Thank you.

The (Insert Year) 24 Hour Room Subcommittee