



NARCOTICS ANONYMOUS
MARIETTA, GEORGIA
AREA

Group Service Representative (GSR) Orientation Packet

“Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers.”

- NA Basic Text, pg. xxvi

Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA 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 NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA 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. NA, 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 NA 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.

Twelve Concepts for NA Service

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 NA as a whole.
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 spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making process.
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 a 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, never of government.

Table of Contents

Introduction.....	5
What is a GSR?.....	7
The Area Service Committee.....	10
<i>Diagram: NA Service Structure</i>	12
MASCNA Subcommittee Overview.....	13
Area Business/FAQs.....	15
MASCNA Finances.....	31
Fund Flow in NA.....	33
Parliamentary Procedure (Robert's Rules of Order).....	34
Sample MASCNA Motion Form.....	37
Sample MASCNA Nomination Form.....	38
Sample MASCNA GSR Report.....	39
Sample MASCNA Expense Report.....	40
Sample MASCNA Literature Order Form.....	41

introduction

We would like to welcome all members of Narcotics Anonymous, new groups and group service representatives (GSRs) to the Marietta Area Service Committee of Narcotics Anonymous (MASCNA).

This packet was created as an informational resource to help new GSRs to serve their groups more effectively. Within, we've provided introductory information pertaining to our Area Service Committee (ASC), our area service structure, the service structure of NA as a whole, and our NA service guides. Portions of this document were reproduced from "[*A Guide to Local Services in NA*](#)", and we recommend that home groups make a copy of this publication available to their GSRs. We also suggest new GSRs review "[*GSR Basics*](#)", "[*The Twelve Concepts for Service in NA*](#)", as well as [MASCNA Policy](#).

The GSR Orientation Packet is simply a starting point for new GSRs, meant to help guide them in their journey in NA service. *GSR Basics* tells us "A GSR commitment is where many of us first begin to learn how NA services are structured outside of our groups." We cannot hope to provide an exhaustive account of all the information there

is to know about area service, or NA service in general, but it is our hope that this guide eases the transition for members unacquainted with our service structure.

Portions of this document also provide an introductory look at MASCNA Policy, the document approved by the group conscience of the Marietta Area to help guide our business meetings and procedures. We would like to emphasize that this document is in no way meant to replace or supersede area policy. Although this packet should help GSRs get started, we would encourage all GSRs to acquaint themselves with Area Policy and continue to study the document as they serve. Understanding how area business is conducted and what role GSRs play in that business is a vital part of being a GSR, and one of the best ways to do this is by understanding policy.

As GSRs, you are carrying out an absolutely vital service commitment, serving as the voice of your group at the area level. The business we conduct at area is carried out to serve the needs of the groups, which in turn helps them better carry the message to the addict who still suffers. It is our highest hope that this packet assists you in your effort to help fulfill our primary purpose. We wish you the best of luck, and we thank you for your service!

what is a GSR?

The **group service representative (GSR)** is an active member of an NA group and its representative at area service meetings. Each group elects one GSR; even those groups hosting more than one recovery meeting elect just one GSR. GSRs form the foundation of our service structure. They provide constant, active influence over the discussions within the service structure. They do this by participating in ASC meetings, attending forums and assemblies at both the area and regional levels, and sometimes joining in the work of an ASC subcommittee.

Group service representatives bear great responsibility. While GSRs are elected by and accountable to their group, they are not mere group messengers. They are selected by their groups to serve as active members of the ASC. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities.

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

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

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the GSR can utilize the open forum portion of ASC meetings to gather the experience others have had in similar situations and report those back to the group.

GSR Responsibilities:

- Attend home group meetings regularly.
- Attend group business meetings and ASC meetings monthly.
- Contact the Alternate GSR (GSRA) when unable to attend area, to ensure your home group is represented at the ASC.
- Provide your group report to the ASC, including group status, group concerns, announcements, and any change in meeting time/place.

- Participate in discussion at the ASC on area concerns, coming prepared to make, discuss, and vote on motions.
- Purchase literature at the service meeting on behalf of the group.
- Collect event flyers and meeting directories at monthly ASC meetings and provide them to your home group.
- Deliver home group's financial contribution to the area at monthly ASC meetings.
- Provide a report on monthly ASC meetings at your home group business meeting, including highlights from reports presented at area, any important information from discussions, motions to vote on and positions available to be filled.
- For motions/elections sent back to groups, return to the following ASC meeting prepared to vote with your group's conscience on those items.
- Participate in local subcommittees and workgroups according to your skills and interests.

the area service committee

“Workhorse” of the service structure – maybe that’s the best way to describe the area service committee. Most of the hands-on work of delivering NA services to the groups and the community occurs at the area level.

All of these services require a certain degree of organization, the complexity of which could easily divert NA groups from the week-in, week-out task of conducting Narcotics Anonymous meetings for their members. Most of these services also require more money and manpower than any single group could possibly muster. How do groups stay focused on their primary purpose and still see that these other services are developed and maintained? In the words of NA’s Ninth Tradition, they “create service boards and committees directly responsible to those they serve.” And the service committee closest to home, the committee best situated to provide the most direct service to the groups and the community, is the area service committee.

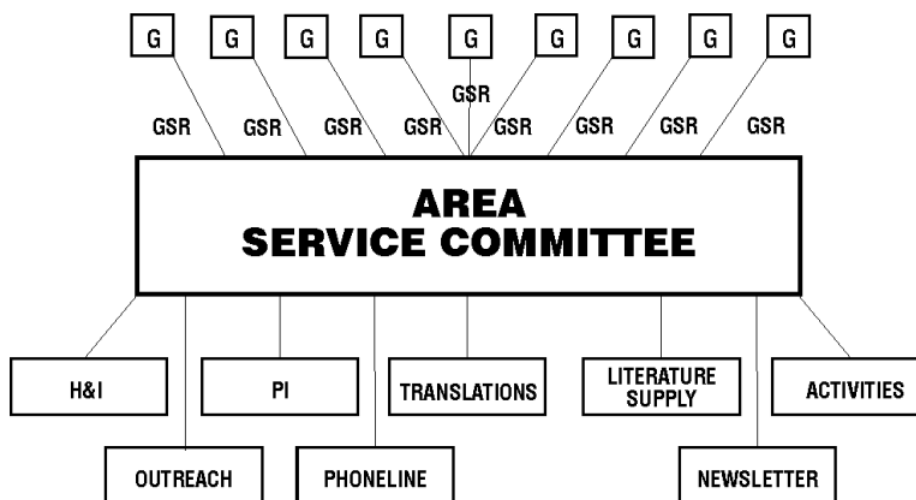
Area service committees (ASCs) are ultimately responsible to the groups they serve. Narcotics Anonymous groups send **group service representatives (GSRs)** to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs, and through them, in the area committee for the necessary work to get done.

NA groups also send money to the area committee, money needed to coordinate panels, maintain phonelines,

and conduct public information activities. Through their contributions of money and manpower, the groups exercise both their responsibility and their authority for NA services.

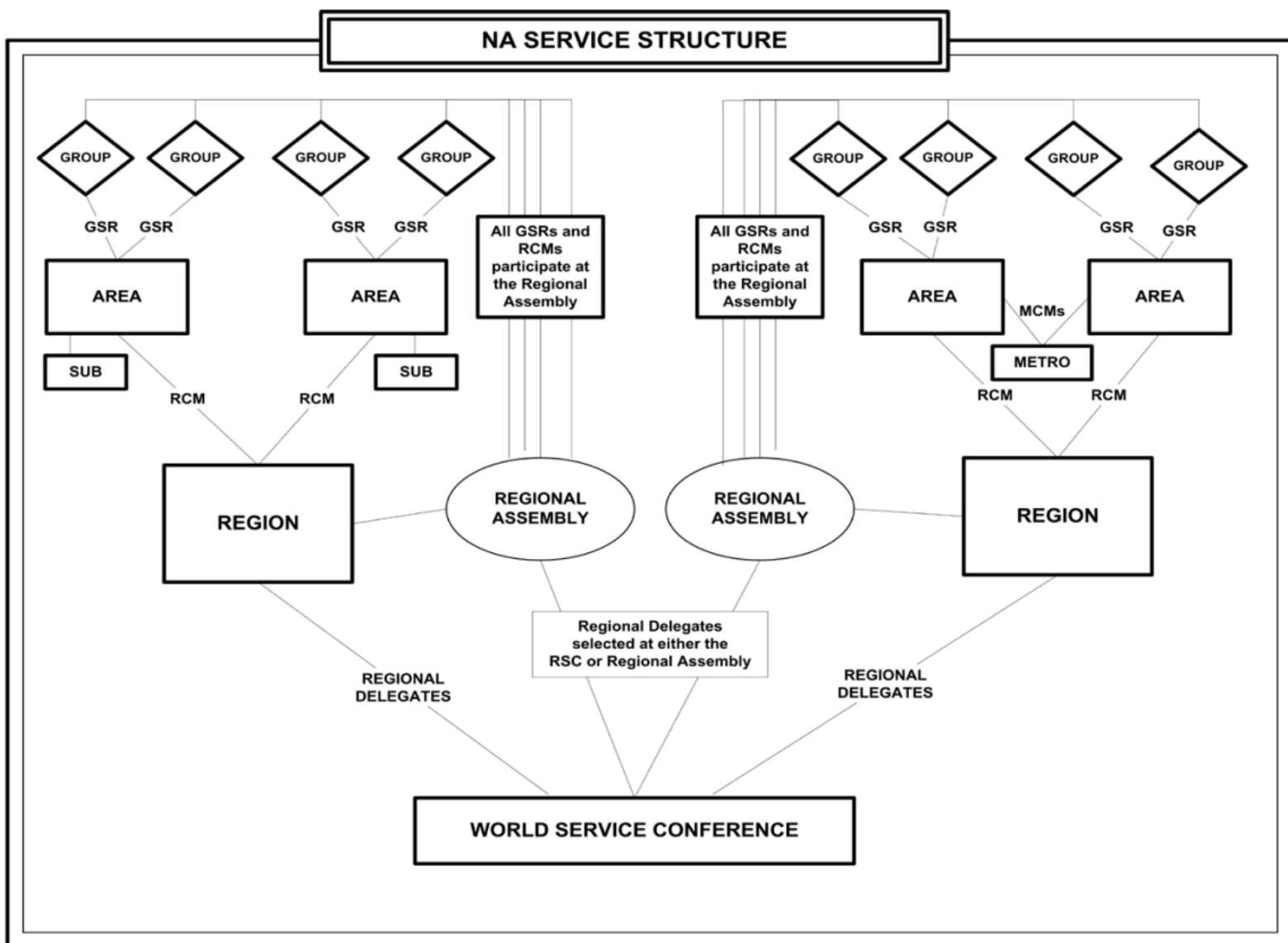
How does the area service committee relate in turn to NA's regional and world services? In much the same way as the group relates to the area committee: through carefully selected representatives who are delegated the authority necessary for effective service.

-Excerpt from pg.45-46 of "A Guide to Local Services in Narcotics Anonymous"



NOTE - The above depiction of the area service structure was also taken from *"A Guide to Local Services in Narcotics Anonymous"*, but does not completely mirror the structure in the Marietta area. The diagram is only meant to serve as a point of reference. For a more detailed review of the subcommittees in the Marietta Area, continue to page 13.

diagram: NA service structure



Above is a diagram of the NA service structure taken from “*A Guide to Local Services in Narcotics Anonymous*,” which GSRs can access for a more detailed explanation of each component/level of NA service depicted here.

mascna subcommittee overview

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.

The following is a list of our subcommittees. GSRs are encouraged to be part of subcommittees, and encourage other members in their groups to participate, when possible. Information about how and when each subcommittee meets is included with each iteration of the [MASCNA minutes](#), accessible from the Marietta Area website.

- **H&I (Hospitals & Institutions)** – This subcommittee takes meetings into facilities where addicts don't have access to outside meetings.
- **PR (Public Relations)** – This subcommittee is responsible for our relationship with the public. PR often does presentations to the public to raise awareness about who we are and what we do as a fellowship. We are an anonymous fellowship, not a secret society. PR is the subcommittee that handles calls to our phonenumber and maintains our meeting schedules. If your group ever has a change in meeting time or location, please see a member of PR.
- **Activities** – This subcommittee plans and holds events for the fellowship to enjoy such as hikes, dances, and the Spring/Fall campouts.

- **Policy** – This subcommittee is the keeper of our Area Policy document, proposing and applying changes as they are approved by the groups throughout the service cycle. A great deal of information about our area and the running of business may be found in the Area Policy document, which is accessible from the Marietta website [at this link](#).
- **WSR** – This subcommittee anonymously writes steps with incarcerated addicts by mail.
- **Literature** – This subcommittee is responsible for providing literature to our groups. GSRs can use the approved [Literature Order form](#) (see page 41 for example) to order books, key tags, medallions and IPs for their home groups at each monthly ASC meeting.
- **24 Hour Room** – This subcommittee plans and facilitates our 24 Hour Room from approximately the 24th of December to New Year's Day. At this event meetings and activities are held to help addicts who may need additional support during the holidays.

area business and faqs

The Marietta Area Service Committee of Narcotics Anonymous (MASCNA) meets monthly for the purpose of serving the needs of its groups, and is ultimate responsible to the groups. During MASCNA business meetings, GSRs carry the conscience of their respective groups to the area to participate in area business and fulfill our primary purpose, to carry the message to the addict who still suffers. “Area business” entails concepts which may feel unfamiliar or foreign to new GSRs, so the following section attempts to present those concepts clearly and concisely, easing the transition for newly elected trusted servants. For greater detail on any of the topics discussed below, please refer to MASCNA Policy, which is available on our website (<https://mariettana.org/mascna-policy/>).

Area Agenda

Each MASCNA business meeting follows a similar structure, known as the **area agenda**. This agenda lays out how and when certain aspects of area business are conducted, helping to maintain order and consistency from meeting to meeting. The agenda proceeds as follows:

- **Opening Prayer**
 - The Marietta ASC meets at 2:00 pm on the last Sunday of each month, unless the last Sunday of the month falls on the weekend closest to any federally observed holiday (or Easter), in which case the ASC will be moved to the Saturday of the

weekend immediately following the last Sunday of the month.

- **Readings (Purpose of the ASC, Twelve Traditions, Twelve Concepts)**
- **Roll Call**
 - After the opening prayer and readings, the **ASC Secretary** performs the roll call, calling for all groups listed on the Marietta Area meeting schedule (prepared by the PR subcommittee) in an effort to verify that a **quorum** is present. A **quorum** is reached when more than half of the GSRs who have voting privileges are present (as determined by the **ASC Secretary**) and must be reached within 15 minutes of the start of each ASC meeting. Therefore, it's important that GSRs are aware of the time/location of each ASC meeting and are able to arrive on time so that their group is represented.
- **Minutes of Previous ASC Meeting (approved or corrected)**
 - The **ASC Secretary** provides the minutes from each month's ASC Meeting to ASC trusted servants, almost always via email, within two weeks of the meeting. The minutes are also available on our website (<https://mariettana.org/mascna-minutes/>). Prior to the start of open forum, the ASC Chair will call for a motion to approve the minutes by acclamation. This motion passes when all trusted

servants concur that there were no errors in the previous month's minutes, or notify the Secretary of such errors for correction when necessary.

- **Open Forum**

- Open Forum is the time when any member of the local fellowship can bring up any matter pertinent to Marietta Area business. GSRs, ASC trusted servants and/or local group members may present topics for discussion on the area floor. If your group has an idea or concern, this is the time to bring it up. Open Forum may not exceed 50 minutes in length.

- **Chair Report**

- Following Open Forum, the **ASC Chair** provides their report on ongoing ASC business efforts. Any questions or concerns GSRs have can be directed to the ASC Chair during this time.

- **Vice Chair Report**

- Following the ASC Chair's report, the **ASC Vice Chair** provides their report on ongoing ASC business efforts, including any related subcommittee business they may be participating in at the time. Any questions or concerns GSRs have can be directed to the ASC Vice Chair during this time.

- **Treasurer's Report (approved or corrected)**

- Following the Vice Chair's Report, the **ASC Treasurer** provides their financial report on contributions and expenditures at each regularly

scheduled meeting of the ASC. Any questions or concerns GSRs have can be directed to the Treasurer during this time.

- **RCM Report**

- Following the Treasurer's Report, the **RCM (Regional Committee Member)** provides their report on RSC decisions, plans, and activities and information regarding World Services to the ASC. Any questions or concerns GSRs have can be directed to the RCM during this time.

- **Subcommittee Reports**

- Following the RCM Report, each Subcommittee Chair (Policy, Activities, Public Relations, H&I, WSR, 24 Hour Room) and the Literature Distribution Chair provide their report on subcommittee activities, plans and decisions to the ASC. Any questions or concerns GSRs have regarding any of these topics can be directed to the respective chairs during this time.

- **Old Business**

- During the course of area business, some motions may not be handled during the current ASC meeting, either because they're automatically sent back to groups or because they were tabled during the meeting they were brought up (see Area Business FAQs). Whatever the reason may be, outstanding area business items from previous meetings are brought back to the floor to be voted

on and/or discussed in the current ASC meeting during Old Business.

- **Elections**

- Elections for trusted servant positions take place in June, and all new terms begin in new business at the **June ASC** meeting. Annual elections go back to the groups for a group conscience after the May ASC. 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 can be elected by an immediate vote of the GSRs at the ASC meeting during which they're nominated, unless any of the position's qualifications were waived. Candidates leave the room during voting, and votes should be cast anonymously, i.e. via secret ballot. Nominations require a second, and should be submitted to the **ASC Secretary** prior to this portion of the ASC meeting. For more details, see Area Business FAQs.

- **New Business**

- This portion of the business meeting is where the ASC considers all motions before the body that month. GSRs from groups with voting privileges, subcommittee chairs and administrative subcommittee members (with the exception of the ASC Chair) may submit a motion. Motion forms must be submitted to the **ASC Secretary** prior to the start of New Business, all motions require a

second and only GSRs can second a motion. Motion forms should clearly explain what is being proposed and the motion's intent, and policy related motions should include the current policy/proposed change.

- Motions are the primary method through which the ASC does business, and most actions/decisions made by the body require a motion voted on by the groups. **Addendum D** of the MASCNA Policy (available at <https://mariettana.org/mascna-policy/>) provides a list of the different types of motions you may encounter/require during your time as GSR. The list may seem daunting, but understanding your options in regard to area business is a vital part of carrying out the role of a GSR, so reviewing this list is strongly encouraged. As a general rule, **all motions** must go back to groups, but below are a few exceptions to that rule:
 - Housekeeping Motions (see Area Business FAQs)
 - Directions to the RCM regarding Regional/World business
 - Elections for positions that have been vacant for at least two months
- Any attempt to vote on a motion that should go back to the groups can be called “out of order” by any GSR or ASC trusted servant. Keeping a copy of the policy (either physical or virtual) handy for reference at ASC meetings is a great way to remain

prepared. The **Policy Chair** should also be available for any policy related questions you may have.

- **GSR Reports**

- After regular ASC business is concluded, GSRs are given the opportunity to provide their monthly reports to the ASC. The **Secretary** should provide GSRs with a copy of the GSR Report form prior to the start of the meeting (as well as any other forms you may need). This form allows GSRs to provide meeting information to the ASC, as well as details to the Secretary on where to send the ASC meeting minutes, i.e. your email address. The GSR Report is the perfect time to notify the ASC as a whole of any updates or concerns your homegroup may be facing, i.e. changes in meeting place/format, requests for support from other groups, and/or upcoming group events such as anniversaries. After making any announcements you may have, you should turn in your GSR Report to the **Secretary** for inclusion in the minutes.

- **Review of Motions Going Back to Groups**

- Following GSR Reports, the **ASC Chair** will review any and all motions being sent back to the groups for voting. GSRs should be sure to make note of any items that are going back to groups so that they can bring them up in their homegroups' business meetings. Usually, items that will need to be voted on/discussed in homegroups prior to the

next ASC meeting will be highlighted in the area minutes distributed by the **ASC Secretary** (the meeting minutes should also be accessible from the Marietta NA website at <https://mariettana.org/mascna-minutes/>).

- **Date of the Next ASC Meeting**
 - The next meeting date for the Marietta ASC should be included at the top of the meeting minutes distributed by the **ASC Secretary**.

Area Business FAQs

- **How do I make sure my group receives the area minutes?**
 - The **GSR Report** is where new GSRs should provide their email to receive the virtual copy of the ASC minutes. If a GSR faces any problems with receiving the minutes, they should talk to the **ASC Secretary** as soon as possible, to ensure their homegroup is updated with information from the ASC. The minutes for each month are also posted on the Marietta Area website (<https://mariettana.org/mascna-minutes/>).
- **How do I know if my group has voting privileges?**
 - The **ASC Secretary** should always maintain a record of group attendance at ASC meetings, and will be the person to refer to for any questions regarding voting privileges.
- **Can my group lose voting privileges?**

- **Yes.** Groups missing two consecutive ASC meetings will be considered inactive and won't be able to participate in area business until they've attended two consecutive ASC meetings following those absences. For this reason, it is essential that GSRs arrive to ASC meetings on time to ensure their group is counted as present during the roll call.
- **How do I make a motion?**
 - The **ASC Secretary** will have copies of motion forms available for use by trusted servants. These forms should be filled out with all pertinent information, including who's making the motion, who's providing the second for the motion (all motions require a second), the language of the motion itself and the intent of the motion. After providing this information, the motion maker should turn in the form to the **ASC Secretary prior to the start of New Business.**
- **Who can make a motion?**
 - The following members are eligible to submit a motion:
 - **GSRs with voting privileges**
 - **Subcommittee chairs**
 - **Administrative subcommittee members (excluding the ASC Chair)**
- **Who can vote on a motion?**
 - Only GSRs with voting privileges can vote on a motion.

- **Who can speak to a motion?**
 - Anyone present may speak to the motion, though priority is given to GSRs and ASC trusted servants. All main motions get up to three pros and three cons, and the maker of the motion gets the opportunity to provide the first pro.
- **Which motions have to go back to groups?**
 - As a general rule, all motions made during an ASC meeting should be sent back to groups, but there are a few exceptions. Housekeeping motions (see below) are the main exception, but there are others:
 - Motions with directions to the RCM regarding RSC/World business
 - Elections for positions that have been vacant for at least two months, **unless any qualifications for the position have been waived**
- **What are Housekeeping Motions?**
 - Housekeeping motions are motions pertaining to the business of the ASC, as determined by the **ASC Chair**, and require a 2/3 majority to pass. Our policy states that housekeeping motions are limited to the following:
 - Alterations to online and/or paper *MASCNA Policy* that do not change either content or meaning.

- Documents as listed in Addendum C – Documents which can be Addressed by Housekeeping Motions
- Time of the ASC meeting
- Agenda of the ASC meeting
- Motions for expenditures in an amount less than \$300.00 can also be voted on during the area in which they're brought to the floor.
- **Why would we want to table a motion?**
 - When GSRs feel uncomfortable voting with their group's conscience on a particular motion and would like to check in with their homegroup members or feel that they require more information before casting a vote, they can make a **motion to table** the motion before the body. A motion to table:
 - Must include the time the issue will be addressed.
 - Is not debatable.
 - Requires a second.
 - Can pass with a simple majority.
- **Can a motion be amended?**
 - **Yes.** A **motion to amend** can be used to change the language of a main motion already on the floor. A motion to amend:
 - Requires a second
 - Is debatable (debate on a motion to amend is **limited solely to the amendment itself**, and should not include the main motion).

- Can pass with a simple majority, **though this is not a vote on the main motion itself**, and the threshold only applies to the amendment. Should a motion to amend pass, the amended motion will then be put before the body for a vote, with its respective conditions/thresholds in force.
 - An amendment can be amended, with the same rules above. If the maker and the second of the main motion both accept the amendment, it is a **Friendly Amendment**, and the amendment will not require a vote by the ASC, allowing the **amended main motion** to be voted on following discussion.
- **How are abstentions counted in voting?**
 - An abstention is neither a yes or a no vote, and is **not counted** when determining the total number of voting participants for that particular motion. For example, if a motion requires a 2/3 majority to pass, and the vote was 6 votes in favor, 3 against and 5 members abstaining, the motion would **pass** ($6/9$ [6 votes in favor + 3 votes against] = $2/3$).
 - If a housekeeping motion obtains more abstentions than votes in favor, the motion is immediately sent back to the groups for discussion and voted on at the next ASC meeting.
- **How do I nominate someone to become a trusted servant?**

- Nominations are usually made in May of each year and submitted on a nomination form provided by the **ASC Secretary** (also available on the Marietta Area website at <https://mariettana.org/forms/>), though nominations for vacant trusted servant positions can be made at any point during the service cycle by any trusted servant capable of making a motion (see above).
- Candidates who are nominated for a trusted servant position must provide their qualifications **in person** at the ASC during which their nomination is submitted as well as **in writing** to the **ASC Secretary**. Candidates must be present at the ASC meeting during **nominations and elections** unless a reasonable excuse is provided in writing.
- **How do I know whether the person I want to nominate is eligible for the trusted servant position?**
 - The qualifications for each trusted servant position at the MASCNA level are provided in MASCNA Policy.
- **How do I make literature orders for my group?**
 - GSRs can fill out the approved **MASCNA Literature Order Form** (accessible on the Marietta NA website at <https://www.mariettana.org/forms/>) and provide it to the **Literature Distribution Chair** during monthly ASC meetings. The Literature Distribution Chair will then be able to fulfill orders before the

end of each meeting. See **page 41** for an example of a properly filled out Literature Order form.

- **How do I make group donations to the ASC?**
 - GSRs can provide their monthly homegroup donations to the **ASC Treasurer** during monthly ASC meetings, and will receive a receipt from the Treasurer for the amount of their donation. An itemized list of all group contributions is also provided by the Treasurer in their monthly Treasurer Report included with the ASC minutes.
- **Can a GSR occupy another position during an ASC meeting?**
 - Administrative committee members and subcommittee chairs **may not** also carry out GSR responsibilities of any group at the ASC meeting. GSRs, however, may provide subcommittee/administrative reports on behalf of these trusted servants when necessary.
- **Can a homegroup donate to an individual subcommittee?**
 - All MASCNA subcommittees operate on a budget as approved and disbursed by the ASC, and all funds donated to the ASC are held in a single bank account. There are currently no explicit allowances for the donation of funds directly to individual subcommittees of the ASC.
- **What is an ad-hoc committee?**
 - 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 can choose to form one and then appoint an individual to chair the Ad-Hoc committee. 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.

- **How can I get reimbursed for expenses for Area business?**
 - In order to be reimbursed, a receipt and a Marietta area expense report form (accessible at <https://www.mariettana.org/forms/>) must be submitted to the **ASC Treasurer**. In general, auto travel is only reimbursable for those trips necessary for the fulfillment of ASC duties, as indicated by prudence and common sense. For an example of a properly completed Marietta Area Expense Report form, see **page 40**.
- **What is the CAR?**
 - The **CAR (Conference Agenda Report)** is a compilation of motions that have been brought before Narcotics Anonymous at the world level during a WSC (World Service Conference). They are one of the ways NA World Services informs the fellowship of NA on current plans/decisions, issues that need to be discussed, issues that need

to be voted on, and the future direction of the NA fellowship as a whole.

- The CAR is distributed every three years, 180 days prior to the in-person WSC meeting, in accordance with the WSC cycle (moved from every 2 years to every 3 years at the 2023 WSC) and is accessible from the NAWS website at <https://www.na.org/?ID=wsc-archive>.

- **What is the CAT?**

- The **CAT (Conference Approval Track)** is one of three different types of approval tracks for NA literature and service material (the other two being the Fellowship Approval Track and the World Board Approval Track). The CAT contains budget information, project plans, and service materials kept separate from the CAR, allowing groups to delegate the decision-making about issues included in the CAT, should they choose to do so.

mascna finances

- The Marietta Area Service Committee is funded through 7th Tradition donations from groups and income from subcommittee activities.
- The **ASC Treasurer** collects 7th Tradition and literature funds from the GSRs at the monthly ASC meeting and provides a written receipt for the home group's records.
- The groups in the Marietta Area vote on an annual budget that directs the ASC how to spend area funds. The budget is presented at the November ASC and voted on at the December ASC. The budget covers the next calendar year (January - December) and must be approved by 2/3 of the groups.
- The budget is developed by the area's Administrative Committee and Subcommittee Chairpersons and presented by the ASC Treasurer.
- The budget can be amended by the groups before it is voted on in December. It may also be amended at any time during the service cycle. Amendments are made through the regular motion process during New Business at an ASC meeting and also must be approved by 2/3 of the groups.
- Area policy requires the ASC Treasurer to maintain a certain amount of funds in the checking account that cannot be used without approval of the groups. This is called a **Prudent Reserve** and is equivalent to 10% of the total ASC budget, plus 40% of the 24 Hour Room

subcommittee budget. The approval to dip into the prudent reserve funds requires a motion passed by 2/3 of the groups and should only be used in dire circumstances.

- Non-budgeted expenses of less than \$300 may be approved on the floor of the ASC meeting. Non-budgeted expenses greater than \$300 must go back to the home groups for approval.
- Area funds are maintained in a checking account owned by the Marietta Area Service Committee. The funds are managed by the ASC Treasurer and detailed monthly reports are presented to the ACS. The Treasurer is not an approved signer on the account. Signers on the account include the Area Chair and Vice-Chair and other members of the Administrative Committee. Area policy requires two signatures for each check written on the ASC account.
- Area policy requires receipts for ASC expenditures. Any personal expenditures approved by the ASC can be reimbursed by submitting an expense report and associated receipts to the ASC Treasurer.
- Subcommittees must provide a detailed financial report for any event in which ASC funds are utilized and/or collected. Examples of this include ASC activities, Learning Days, and the 24 Hour Room event.
- Following the June ASC, the ASC performs a yearly audit of the area's financial records, and a report is provided at the July ASC meeting.

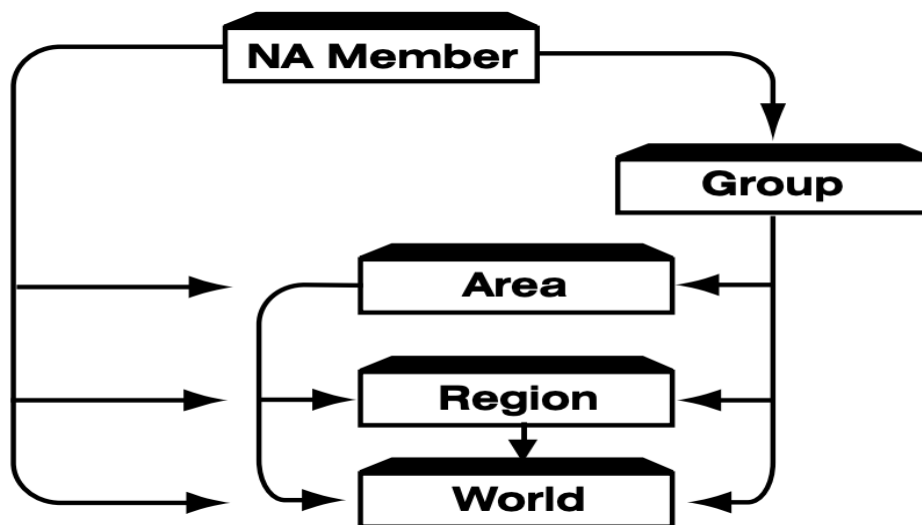
fund flow in NA

The following is taken from [*Treasurer's Handbook*](#), a fellowship-approved piece of NA service material:

Self-Support: Our Common Responsibility

In today's world, it is impossible to carry the message of Narcotics Anonymous without the availability of sufficient funds. It costs money to print literature and distribute it, to have phonelines and other services that connect the newcomer to us, and to staff service centers.

The moment the member's hard-earned money is dropped in the basket at a meeting, our responsibility for that money as trusted servants begins. It is incumbent upon us to do everything possible to see that the money is used wisely and cared for judiciously, and this includes providing not only for the individual group's needs but for the needs of NA services as well. *A Guide to Local Services in Narcotics Anonymous* suggests direct group and area donations to all levels of service: "Narcotics Anonymous groups directly support area, regional, and world services from money left over after covering their own expenses. Area committees ...are encouraged to do the same with their surplus funds, sending them on to other levels of the service structure." Here is a chart that demonstrates how funds can flow through our service structure:



parliamentary procedure

(robert's rules of order)

During our monthly area service committee meetings, we utilize **Robert's Rules of Order** to help govern business. Below, you'll find a table of different elements of parliamentary procedure, including descriptions and vote thresholds for the respective motions to carry. An identical copy of this table can be found in the Marietta Area Policy, and it is strongly recommended that GSRs acquaint themselves with this information so that they may better carry out their responsibility to their groups and participate in ASC meetings in a more effective manner.

Type of Motion	Description	Interrupt	2 nd	Debatable	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
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	No	Yes	Yes	2/3
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

sample mascna motion form

Motion

Circle One	For Secretary's Use Only	
Motion	Pro	Motion / Amendment #
Or	Con	
Amendment	Abstain	

Maker	Kevin Y.
Position	GSR, Gratitude Speaks
2nd	Malcolm S.
Position	GSR, Road to Recovery

Motion / Amendment
This is where the explicit language for the motion being presented to the area will be placed. If a trusted servant submits a motion to change MASCNA Policy, they should include the current language they wish to change in policy, as well as the way policy will look with the proposed change applied (a before and after, if you will).
Intent
This is where the maker's intent for submitting the motion should be provided.

sample mascna nomination form

Nomination

For Secretary's Use Only	Vote: Pro Con Abstain
Vacant for 2 months or more (Y / N)	Date:
Written resume provided (Y / N)	Single nominee (2/3 vote)
Resident of the Marietta area for at least 6 Months (Y / N / NA)	Multiple nominees (Simple Majority)

Nominator Sarah Z.
Position MASCNA RCM
2 nd Trevor N.
Position GSR, Home Sweet Home

Nominated position	RCM MASCNA Policy Chair
Name of nominee	Lindsay V.
Has read and understands duties in policy	<input checked="" type="radio"/> Y / N
Has willingness to fill position	<input checked="" type="radio"/> Y / N
Meets clean time requirements	<input checked="" type="radio"/> Y / N
If not met, are they waived by the area	Y / N
Is a member of N.A.	<input checked="" type="radio"/> Y / N
Name of home group	Recovery at Work
Has a sponsor	<input checked="" type="radio"/> Y / N
Has a working knowledge of the 12 traditions	<input checked="" type="radio"/> Y / N

sample mascna GSR report

MASC GROUP SERVICE REPRESENTATIVE REPORTS

Name of Group: Another Day Clean Donation Amount: \$28.00
 Number of Members: ≈ 10 Average Attendance: 15
 Number of Newcomers: ≈ 5

Are there any changes in the meeting(s) of which you would like to notify the ASC?

This is where a GSR can include any changes to their group's format or meeting time/location.

How are the meetings going? Are there any problems that need to be discussed with the ASC?
 How could the ASC or any subcommittee help your group?

This is where GSRs can notify the ASC of any concerns about their meeting's welfare, provide an update on the status of the group, & reach out to the ASC for any concerns they may have.

Upcoming Birthdays:

This is where GSRs can announce upcoming anniversaries for home group members and/or the group itself.

GROUP INFORMATION

Meeting Place: 123 Rodeo Dr. Marietta, GA 30062		Time/Day: 8:00 PM/Tuesday	
Type of Meeting: <u>O, D (see the MASCNA meeting schedule for more information)</u>			
Trusted Servants			
GSR Name: <u>Jessica B.</u>		Secretary Name: <u>Kayla T.</u>	
GSR Phone: <u>123-456-7890</u>		Secretary Phone: <u>345-678-9012</u>	
GSRA Name: <u>Daniel J.</u>		Treasurer Name: <u>Charles C.</u>	
GSRA Phone: <u>234-567-8901</u>		Treasurer Phone: <u>456-789-0123</u>	
GSR Email For Minutes: <u>jessica.b1953@gmail.com</u>			
Other Emails to Send Minutes: <u>Kayla1200@gmail.com</u>			
Number of Meeting Schedules your group would like per month: <u>50</u>			
Signed: <u>[Signature]</u>		Position: <u>GSR</u>	

sample masrna expense report

MARIETTA AREA SERVICE COMMITTEE EXPENSE FORM

NAME: Reid W	POSITION: GSR, A Vision of Hope
FROM DATE: June 2022	TO DATE: June 2023

EXPENSE DETAILS

DATE	EXPENSES	DESCRIPTION	AMOUNT	RECEIPT(S)
04/30/23	PRINTING COST	Printed necessary forms for GSRs in lieu of the ASC Secretary (was unavailable)	\$15.00	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	POSTAGE			YES NO
	SUPPLIES			YES NO
	TRAVEL (\$0.45 A MILE)			YES NO
	OTHER			YES NO
	OTHER			YES NO

All expenses require a receipt.

ADVANCE DETAILS

ADVANCE AMOUNT:	FOR PERIOD:
REASON:	
CHECK #:	
REPAID/RECEIPT PROVIDED:	

PAYMENT TOTALS

TOTAL EXPENSE(S): \$15.00
PREVIOUSLY ADVANCED: \$0.00
PAYMENT DUE FROM EXPENSE(S): \$15.00
REPAYMENT DUE TO AREA: \$0.00

TREASURER'S NOTES - This portion is for the ASC Treasurer to complete.

DATE:	CHECK #:
NOTES:	

sample literature order form

Marietta Area Service Committee of NA Literature Order Form (updated 2023)

Group Name: Just For Today Group Contact: Zaineb M.
 Date: 07/30/23 Order Total (rounded up) \$315 (Rounded up from \$314.75)

Books	Item#	Quantity	Price	Total	Backorder
Basic Text - Hardcover	1101	5	\$13.60	\$ 68.00	
Basic Text - Softcover	1102		\$13.60		
Just for Today	1112	5	\$10.70	\$ 53.50	
Sponsorship Book	1130		\$9.80		
It Works: How & Why - Hardcover	1140	5	\$10.70	\$ 53.50	
It Works: How & Why - Softcover	1143		\$10.70		
Living Clean - Hardcover	1150	5	\$11.60	\$ 58.00	
Living Clean - Softcover	1151		\$11.60		
NA Step Working Guide	1400	2	\$10.10	\$ 20.20	
Guiding Principles - Hardcover	1201		\$13.05		
Guiding Principles - Softcover	1202		\$13.05		
A Spiritual Principle a Day	1110		\$13.00		
Spanish Books					
Basic Text (Spanish)	SP-1102		\$13.60		
Just for Today (Spanish)	SP-1112		\$10.70		
Sponsorship Book (Spanish)	SP-1130		\$9.80		
It Works: How & Why (Spanish)	SP-1140		\$10.70		
Living Clean (Spanish)	SP-1150		\$11.60		
Subtotal				\$ 253.20	

Booklets	Item#	Quantity	Price	Total	Backorder
Twelve Concepts for NA Service	1164		\$2.20		
Introductory Guide to NA	1200		\$2.15		
NA White Booklet	1500		\$0.80		
NA White Booklet (Spanish)	SP-1500		\$0.80		
Group Booklet	1600		\$1.00		
Behind the Walls	1601		\$1.00		
In Times of Illness	1603		\$3.40		
NA: A Resource in Your Community	1604		\$0.42		
Group Business Meeting	2202		\$0.25		
Group Trusted Servants	2203		\$0.25		
Disruptive and Violent Behavior	2204		\$0.25		
NA Groups and Medication	2205		\$0.33		
Principles/Leadership in NA Service	2206		\$0.33		
Social Media & Guiding Principles	2207		\$0.33		
Information About NA	2302		\$0.32		
NA & Persons Receiving Medication Assisted Treatment	2306		\$0.32		
PR Folder (Blue)	2307		\$1.10		
Subtotal					

Keytags	Item#	Quantity	Price	Total	Backorder
White - Welcome	4100	10	\$0.56	\$ 5.60	
Orange - 30 Days	4101	10	\$0.56	\$ 5.60	
Green - 60 Days	4102	5	\$0.56	\$ 2.80	
Red - 90 Days	4103	5	\$0.56	\$ 2.80	
Blue - 6 Months	4104	5	\$0.56	\$ 2.80	
Yellow - 9 Months	4105		\$0.56		
Moonglow - 1 Year	4106		\$0.56		
Grey - 18 Months	4107		\$0.56		
Black - Multiple Years	4108		\$0.56		
Subtotal				\$ 19.60	

Booklets	Item#	Quantity	Price	Total	Backorder
#1 - Who, What, How and Why	3101		\$0.25		
#2 - The Group IP	3102	5	\$0.33	\$1.65	
#5 - Another Look	3105		\$0.25		
#6 - Recovery & Relapse	3106	10	\$0.25	\$2.50	
#7 - Am I an Addict?	3107		\$0.25		
#8 - Just for Today	3108	10	\$0.25	\$2.50	
#9 - Living the Program	3109	10	\$0.25	\$2.50	
#10 - Working Step Four in NA	3110		\$0.82		
#11 - Sponsorship	3111		\$0.25		
#12 - Triangle of Self Obsession	3112		\$0.25		
#13 - By Young Addict for Young Addicts	3113		\$0.31		
#14 - One Addict's Experience	3114		\$0.25		
#15 - PI & the NA Member	3115		\$0.25		
#16 - For the Newcomer	3116	10	\$0.25	\$2.50	
#17 - For Those in Treatment	3117		\$0.33		
#19 - Self Acceptance	3119	10	\$0.25	\$2.50	
#20 - H&I and the NA Member	3120		\$0.25		
#21 - The Loner	3121		\$0.33		
#22 - Welcome to NA	3122		\$0.25		
#23 - Staying Clean on the Outside	3123		\$0.25		
#24 - Money Matters: Self Support in NA	3124		\$0.56		
#26 - Accessibility for Those with Additional Needs	3126		\$0.25		
#27 - For the Parents of Young People	3127		\$0.33		
#28 - Funding NA Services	3128		\$0.37		
#29 - An Introduction to NA Meetings	3129		\$0.25		
#30 - Mental Health in Recovery	3130		\$0.33		
Subtotal				\$14.15	

Service Handbooks & Accessories	Item#	Quantity	Price	Total	Backorder
H&I Handbook	2101		\$10.25		
H&I Basics	2101G		\$0.65		
Public Relations Handbook	2102	1	\$10.45	\$10.45	
PR Basics	2102B		\$1.85		
A Guide to World Service	2104		\$4.55		
Literature Committee Handbook	2105		\$2.90		
Handbook for NA Newsletters	2106		\$2.25		
A Guide to Phoneline Service	2107		\$3.80		
Treasurer's Handbook	2109		\$2.25		
Group Treasurer's Workbook	2110	1	\$2.25	\$2.25	
A Guide to Local Service	2111	1	\$7.50	\$7.50	
Outreach Resource Information	2113		\$2.90		
Additional Needs Resource Information	2114		\$2.90		
Institutional Group Guide	2115		\$4.55		
Planning Basics	2116		\$2.20		
Group Treasurer's Record Pad	9001		\$0.80		
Laminated Group Reading Cards	9130L		\$7.00		
Group Reading Cards (Unlaminated)	9130		\$4.90		
Subtotal				\$20.20	

Bronze Medallions	Item#	Quantity	Price	Total	Backorder
Year: 5		1	\$3.80	\$3.80	
Year: 28		1	\$3.80	\$3.80	
Year:			\$3.80		
Year:			\$3.80		
Subtotal				\$7.60	