



# **MONTEREY COUNTY AREA SERVICE COMMITTEE**

# **GUIDELINES**

Revision 5/21/2017

## **I. Name, Organization, and Boundaries**

The name of this association is Monterey County Area Narcotics Anonymous (hereinafter referred to as “MCANA”.)

MCANA is designated as unincorporated nonprofit association created under the laws of the State of California in the County of Monterey.

See ARTICLES OF ASSOCIATION attached. We shall have the option of including meetings located in neighboring counties per group conscience.

## **II. PURPOSE:**

The purpose of this body will be the coordination of Narcotics Anonymous activities common to the various groups comprising its membership in accordance with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.

Our purpose is to further the unity of the Fellowship within the Area and on the inter-group level by existing as a channel of communication between the groups representing the Monterey County Area, the Northern California Region, and Narcotics Anonymous as a whole.

Further, our purpose is to communicate with one another on all matters pertaining to our common welfare and common purpose, which is to carry the message of Narcotics Anonymous to the addict who still suffers, with the spirit of unity and recovery. We are here to respond to the needs and service of our area as they arise, and to maintain the Twelve Traditions and the Twelve Concepts in all our functions.

Administrative Committee (AC) shall refer to the panel members (Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, Secretary, Regional Committee Member I, Regional Committee Member II, Literature Chairperson, and Vice Literature Chairperson), and Merchandise Sales Liaison. Area Service Committee (ASC) shall refer to the panel members, Subcommittees and Group Service Representatives (GSRs).

## **III. FUNCTIONS:**

- A. To hold regular monthly service meetings on the second Monday of each month, unless otherwise scheduled per group conscience or more often if needed.
- B. To record and distribute minutes of the regular Area Service Committee (ASC) meetings to Administrative Committee (AC) members, all GSRs, or any other member of Narcotics Anonymous who requests them.
- C. To maintain P.O. Box 381, Monterey, CA 93942. The physical office of MCANA shall be located at the address of which the Chair or designated representative has official

residence; or at such place as MCANA may from time to time determine, or as the business of MCANA may require.

- D. The fourth quarter of every year will be focused on financial year end wrap up.
- E. To maintain a the main bank account with a prudent reserve of no greater than \$5,000. The AC will hold any donations over \$500.00 for up to 60 days to assess the needs of the Area.
- F. To obtain annual budgets at every ASC meeting in October from all active Subcommittees to present to GSR's for group voting purposes.
- G. Every subcommittee chair should present annual proposed budget in October to ASC Treasurer for full AC panel for review and budget presentation in November. If not submitted in October, default approved annual budget shall be \$1,000. With the exception of Activities, that shall remain no less than \$4,000.
- H. Every subcommittee will provide an itemized merchandise report within 30 days of closing the event to ASC Treasurer for annual sales tax filings.
- I. To maintain a literature reserve of conference-approved literature not to exceed \$5,000.00 and a petty cash fund not to exceed \$30.00.
- J. To distribute a current schedule of all meetings in the Area in accordance with the Twelve Traditions.
- K. To contribute to the growth of Narcotics Anonymous as a whole by supporting the Northern California Regional Service Committee and serving as a link between the Area and Region.
- L. To create Subcommittees to respond to the needs of the Area as they arise.
- M. To schedule and conduct Service Workshops for all service commitments as requested.

#### **IV. STRUCTURE OF ADMINISTRATIVE COMMITTEE MEMBERS:**

- A. Administrative Committee (AC) consists of: Area Chairperson, Area Vice Chairperson, Area Treasurer, Area vice Treasurer, Area Secretary, Regional Committee Member I, Regional Committee Member II, Literature Chairperson, Literature Vice Chairperson, and Merchandise Sales Liaison.
- B. Area Service Committee (ASC): This committee is comprised of the AC, Subcommittee Representatives, and Group Service Representatives (GSRs) or

GSR Alternates from established groups. Activities, H & I, Pig Roast, Outreach, Talent Show, MBCNA.

- C. Eligible Voters: All GSRs or GSR Alternates, RCM's and Subcommittee Chairpersons or Vice Chairperson. AC holds no voting rights. In the case of a tie vote, the Chair person is the tie breaking vote.
- D. The ASC body will be made aware of any members missing two or more ACS meeting in one term. Attendance will be discussed and addressed by the ASC body. Arriving after roll call or leaving before the closing prayer is considered an absence.
- E. A quorum can be called for at any time during the ASC meeting.
- F. As needs arise, the AC and all interested members will come together to form an Ad-Hoc Committee. A motion must be proposed to ACS to form an Ad-Hoc committee. The purpose of the Ad-Hoc Committee is to research and collect information only. After research and the collection of information a report of the findings and recommendations of the Ad-Hoc Committee is then to be given to the ASC. The minimum number of members required to form committee shall be 5 including the maker of the motion. If the minimum required participants are not met, motion shall be tabled until next ASC.

## **V. ELECTIONS:**

### A. Annual Elections:

1. Copies of duties and ASC guidelines shall be provided at the February ASC meeting by the secretary for distribution and upcoming election announcements.
2. Elections for AC and Subcommittee Chairpersons will be held at the April ASC meeting. Incoming subcommittee members shall hold voting rights.
3. Elected members of the ASC will take office at the May ASC meeting.
4. AC alternate elected officers (Vice Chairperson, Vice Treasurer, and Literature Vice Chairperson) do not automatically assume the vacated position. They must be affirmed by the ASC.
5. Term Limits: All elected servants will serve 13 month terms, but not more than two consecutive one-year terms.
6. All ASC terms shall consist of 13 months with the intention that the out-going service member work together with the incoming service member.

### B. Interim Elections:

Interim elections will be held to fill seats or positions that remain vacant following regular elections or that become vacant mid-term. Interim elections are held only by the ASC and are to

fill a specific “unexpired” term only. Positions remain vacant until the ASC finds a member that meets the approval of the ASC.

1. Upon vacancy, nominations and elections will be held. ~~at the next ASC meeting.~~
2. The elected member will take office immediately.

## **VI. QUALIFICATIONS AND DUTIES OF ADMINISTRATIVE COMMITTEE MEMBERS:**

### **A. CHAIRPERSON:**

#### 1. Requirements:

- a. Three years of continuous abstinence from all drugs and a minimum of one year of active participation with the Monterey County ASC.
- b. A working knowledge of the Twelve Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous.
- c. No Waiving of clean time.
- d. Attends Area’s local meetings.
- e. Adhere to the ACS STRUCTURE OF ADMINISTRATIVE COMMITTEE MEMBERS guidelines

#### 2. Duties:

- a. Opens facility at least one hour prior to ASC meeting start time.
- b. Brings before ASC meetings such matters that should be acted upon by furnishing an agenda.
- c. Carries out policies and orders of the ASC.
- d. Maintains business-like discipline in the meetings, and remains objective and impartial.
- e. Co-signer on all ASC bank accounts.
- f. Responsible for correspondence.
- g. Attends all ASC and ASC Ad-Hoc Committee meetings.
- h. Maintain storage facility in accordance to the Storage Facility
- i. The term of the position is 13 months.
- j. AC holds no voting rights. In the case of a tie vote, the Chair person may reserve the right to vote.
- k. Is responsible for making all deposits to the ASC bank main account no later than the next banking day.
- l. Is responsible for submitting the annual statement to the Secretary of State at the end of each fiscal year, which ends December 31.
- m. File and verifies taxes with State Board of Equalization with ASC Treasurer by December 31.

### **B. VICE CHAIRPERSON:**

#### 1. Requirements:

- a. Two years of continuous abstinence from all drugs and a minimum of one year of active participation with the Monterey County ASC.

- b. Willingness to become Chairperson. Does not automatically assume the vacated position. They must be affirmed by the ASC.  
No Waiving of clean time
- c. The Vice Chairperson should have a working knowledge of the Twelve Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous.
- d. Attends the Area's local meetings.
- e. Adhere to the ACS STRUCTURE OF ADMINISTRATIVE COMMITTEE MEMBERS guidelines

2. Duties:

- a. In the absence of the Chairperson, the Vice Chairperson will perform the duties of the Chairperson.
- b. Co-signer on all ASC bank accounts.
- c. Takes care of correspondence (i.e. roll call, reading of motions, tallying of group conscience) during the ASC meeting.
- d. Reviews the bank statement of the prior month at the ASC meeting. In absence of the Vice Chair, Chair will review the statement.
- f. Attends all ASC and ASC Ad-Hoc Committee meetings.
- g. In absence of Chair, Vice Chairperson, is responsible for making all deposits to the ASC main bank account no later than the next banking day.
- h. The term of this position is 13 months.

**C. TREASURER:**

1. Requirements:

- a. Three years of continuous abstinence from all drugs and a minimum of one year of active participation with the Monterey County ASC.
- b. The Treasurer should have a working knowledge of the Twelve Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous.
- c. No Waiving of clean time.
- d. Attends the Area's local meetings.
- e. The Treasurer should be a careful guardian of ASC funds.
- f. Should have basic computer and excel skills.
- g. Ability to add name to bank accounts
- h. Ability to use online banking.
- i. Adhere to the ACS STRUCTURE OF ADMINISTRATIVE COMMITTEE MEMBERS guidelines

2. Duties:

- a. The Treasurer will distribute all funds collected. All checks for distributed funds are to be verified in writing by the Chairperson or Vice Chairperson.
- b. Serves as a custodian of ASC account and is responsible for the prompt payment of bills.

- c. Keeps and maintains all receipts, the financial ledger, and the ASC checkbook, all of which will be made available at all ASC meetings.
- d. Signer on all ASC bank accounts.
- e. Is responsible for the reporting of all contributions and expenditures at each ASC meeting.
- f. Makes available at every ASC meeting monthly bank reconciliations, bank statements, photo copies of all canceled checks and general ledger.
- g. Update and file Statement of Information with the Secretary of State when new AC panel changes.
- h. Is responsible for gathering data for the annual statement and turns into the Chairperson at the end of each fiscal year, which ends December 31.
- i. File and verifies taxes with State Board of Equalization with ASC Chair by December 31.
- j. Attends all ASC and ASC Ad-Hoc Committee meetings.
- k. The term of this position is 13 months.
- l. Collect mail from the PO Box monthly before the ASC (also is the key holder of PO BOX )

#### **D. VICE TREASURER:**

##### 1. Requirements:

- a. Two years of continuous abstinence from all drugs and a minimum of one year of active participation with the Monterey County ASC
- b. Have a working knowledge of the Twelve Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous.
- c. No Waiving of clean time
- d. Attends Area's local meetings.
- e. The Vice Treasurer should be a careful guardian of Area funds.
- f. Willingness to become Treasurer.
- g. The Vice Treasurer will be trained by the Treasurer and assist the Treasurer.
- h. Adhere to the ACS STRUCTURE OF ADMINISTRATIVE COMMITTEE MEMBERS guidelines

The Vice Treasurer will be trained by the Treasurer and assist the Treasurer with the monthly duties as described. In the absence of the Treasurer the Vice Treasurer will perform the duties of the Treasurer.

#### **E. MERCHNADISE SALES LAISION**

##### 1. Requirements:

- a. Two years of continuous abstinence from all drugs and a minimum of one year of active participation with the Monterey County ASC.
- b. Should have experience with bookkeeping and or record keeping.
- c. Should have experience with merchandise sales at a subcommittee level.

- d. Have a working knowledge of the Twelve Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous.
- e. Attends Area's local meetings.

Duties:

- a. Shall act in supportive and mentoring role to all merchandise committees.
- b. Shall be a careful guardian of the area resale certificate.
- c. Responsible for coordination with the area treasurer to ensure that the remittances and supporting documentation are filed with the CA State Board of Equalization (BOE).
- d. Maintains a list of vendors and the Area's experience in doing business with them.
- e. Provides a written monthly report to ASC.
- f. The term of this position is 13 months.

**F. SECRETARY:**

1. Requirements:

- a. Two years of continuous abstinence from all drugs and six months of active participation with the Monterey County ASC.
- b. Should have a working knowledge of the Twelve Traditions and Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous.
- c. No Waiving of clean time.
- d. The secretary should have knowledge and experience with word processing, access to a computer and an active email account.
- e. Attends Area's local meetings.
- f. Responsible for correspondence and maintaining archives.
- g. Adhere to the ACS STRUCTURE OF ADMINISTRATIVE COMMITTEE MEMBERS guidelines

2. Duties:

- a. Records the minutes of all ASC meetings.
- b. Copies the minutes from the previous month's ASC meetings and distributes them via email with a pending watermark.
- c. Provides hard copies at least 20 minutes prior to ASC meetings.
- d. Keeps updated contact information of all AC and ASC members; including telephone numbers and e-mail addresses.
- e. Retains all Area Guidelines and makes them available to the ASC.
- f. Is responsible for insuring all new meetings and changes to existing meetings are documented in the minutes.
- g. Is responsible for retaining minutes of ASC meetings.
- h. Emails approved ASC meeting minutes to web servant to be posted online.
- i. Maintains the ASC motion log monthly.
- j. Attends all ASC and ASC Ad-Hoc Committee meetings.
- k. The term of this position is 13 months.



## **G. REGIONAL COMMITTEE MEMBER I**

The RCM is to the ASC what the GSR is to the group. As the representative of the area, s/he represents the group conscience of the ASC at the regional level and takes part in any decisions that affect the region as a whole.

### 1. Requirements:

- a. Three years of continuous abstinence from all drugs.
- b. One year of experience at the Monterey County Area level within the last two years.
- c. The RCM should have a working knowledge of the Twelve Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous.
- d. Attends Area's local meetings.
- e. Ability to attend monthly RSC meeting in Fairfield, CA
- f. Adhere to the ACS STRUCTURE OF ADMINISTRATIVE COMMITTEE MEMBERS guidelines

### 2. Duties:

- a. The primary purpose of the RCM I is to work for the good of Narcotics Anonymous and provide a two-way communication between the Monterey County Area and Narcotics Anonymous as a whole. The RCM I will represent the group conscience of Monterey County Area at the Regional level, and will make every effort to keep the Area informed of the agenda of the Regional Service Committee.
- b. Attends all regular ASC, Ad-Hoc and RSC meetings.
- c. Provides, in conjunction with the RCM II a written report from the RSC meetings to the ASC to also include travel receipt expenses.
- d. Works closely with the AC and ASC members, and is a source of information-
- e. Prior to RSC meetings, the RCM I will obtain a vote of confidence when practical from the ASC to vote on items on the agenda.
- f. The term of this position is 13 months.

## **H. REGIONAL COMMITTEE MEMBER II:**

The RCM II is to the ASC what the GSR is to the group. As the representative of the area, s/he represents the group conscience of the ASC at the regional level and takes part in any decisions that affect the region as a whole.

### 1. Requirements:

- a. Three years of continuous abstinence from all drugs.
- b. One year of experience at the Monterey County Area level within the last two years.
- c. The RCM II should have a working knowledge of the Twelve
- g. Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous.
- h. Attends Area's local meetings.

- i. Does not automatically assume the vacated RCM I position. They must be affirmed by the ASC.
- j. Adhere to the ACS STRUCTURE OF ADMINISTRATIVE COMMITTEE MEMBERS guidelines

2. Duties:

The primary purpose of the RCM is to work for the good of Narcotics Anonymous and provide a two-way communication between the Monterey County Area and Narcotics Anonymous as a whole. The RCM II will represent the group conscience of Monterey County Area at the Regional level, and will make every effort to keep the Area informed of the agenda of the Regional Service Committee.

- a. Attends all regular ASC, ASC Ad-Hoc and RSC meetings.
- b. Provides, in conjunction with the RCM I a report from the RSC meetings to the ASC.
- c. Works closely with the AC and ASC members, and is a source of information.
- d. Prior to RSC meetings, the RCM II will obtain a vote of confidence when practical from the ASC to vote on items on the agenda.
- e. In absence of RCM I, Provides, a written report from the RSC meetings to the ASC to also include travel receipt expenses.
- d. The term of this position is 13 months.

**I. LITERATURE CHAIRPERSON:**

1. Requirements:

- a. Two years of continuous abstinence from all drugs, and a minimum of one year of active participation with the Monterey County ASC.
- b. One year of experience at the Monterey County Area level within the last two years.
- c. Have a working knowledge of the Twelve Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous.
- d. Attends Area's local meetings.
- e. Adhere to the ACS STRUCTURE OF ADMINISTRATIVE COMMITTEE MEMBERS guidelines

2. Duties:

- a. Responsible for maintaining an adequate supply of books and literature for all meetings in the Monterey County Area.
- b. Keeps accurate records of all transactions and reports them to the monthly ASC meeting using the MMBCNA inventory spreadsheet.
- c. Shall conduct a complete physical and financial inventory of all stock on hand in November and May of each year and furnish a written report to the ASC in January and July respectively.
- d. Works with Literature VC to fill orders at monthly ASC meeting.
- e. Attends all regular ASC meetings and ASC Ad-Hoc Committee meetings.
- f. The term of this position is 13 months.

## **J. LITERATURE VICE-CHAIRPERSON:**

### 1. Requirements:

- a. Two years of continuous abstinence from all drugs, and a minimum of one year of active participation with the Monterey County Area Service Committee.
- b. One year of experience at the Monterey County Area level within the last two years.
- c. Have a working knowledge of the Twelve Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous.
- d. Attends Area's local meetings.
- a. Willingness to become Literature Chair. Does not automatically assume the vacated chair position. They must be affirmed by the ASC.
- b. Adhere to the ACS STRUCTURE OF ADMINISTRATIVE COMMITTEE MEMBERS guidelines

### 2. Duties:

- a. Assists the Literature Chairperson.
- b. Attends all regular ASC meetings and ASC Ad-Hoc Committee meetings.
- c. In absence of Chair, Vice Chairperson, is responsible for carrying out responsibilities.
- d. The term of this position is 13 months.

## **K. LITERATURE ASSISTANT:**

### 1. Requirements:

- a. One year continuous abstinence from all drugs
- b. Attends Area's local meetings.
- c. Adhere to the ACS STRUCTURE OF ADMINISTRATIVE COMMITTEE MEMBERS guidelines

### 2. Duties:

- a. Assist the Literature Chair and Vice Chairpersons in filling orders.
- b. Attends all regular ASC meetings.
- c. Term 13 months.

## **VII. SUBCOMMITTEES:**

Subcommittees will be established to serve any specific needs, which arise, within the Area. The basic purpose will be to carry out the direction of Area membership as defined by the ASC via group conscience. Subcommittees will elect their own officers with the exception of Subcommittee Chairpersons. The recommendations of Subcommittees for the election of Subcommittee Chairpersons will be considered at ASC elections.

All ASC Subcommittees will submit a written report to the ASC Secretary and all GSRs at the regular monthly ASC meeting and reports at every ASC meeting. All Subcommittees are established to carry the message to the addict who still suffers.

## **A. HOSPITALS & INSTITUTIONS (H & I):**

The purpose of H&I is to carry the Narcotics Anonymous message of recovery into hospitals, institutions, and other facilities whose residents have limited access to regular NA meetings. The H&I Subcommittee will coordinate with the Public Information Subcommittee to provide presentations to any facility that expresses a need for our services.

Chair should present annual proposed budget in October to ASC Treasurer for full ASC budget presentation in November. If not submitted in October, default approved annual budget shall be \$1,000

### **PIG ROAST:**

The Pig Roast is a fundraiser for Monterey County Narcotics Anonymous Hospitals and Institutions literature (H&I). The Pig Roast Subcommittee will observe and maintain strict adherence to the Twelve Traditions and the Twelve Concepts.

- A. Provide bank statements and reconciliation reports at every ASC meeting. Failure to provide these reports will result in:
  - 1<sup>st</sup> missed month subcommittee chair will be given notice,
  - 2<sup>nd</sup> missed month ASC may freeze bank account until resolution.
- B. Attends and reports to monthly H&I subcommittee meeting.
- C. Provide an itemized merchandise inventory and financial report at November ASC meeting to ASC Treasurer for annual sales tax filings.

## **B. PUBLIC INFORMATION (PI):**

The purpose of PI is to inform addicts, the general public, and specific agencies about the availability of recovery from the disease of addiction in the fellowship of Narcotics Anonymous. This Subcommittee will provide accurate information about our fellowship and meeting times. This in turn will be made available to and distributed to the public. These activities will be carried out in accordance with the Twelve Traditions and the Twelve Concepts.

Chair should present annual proposed budget in October to ASC Treasurer for full ASC budget presentation in November. If not submitted in October, default approved annual budget shall be \$1,000

- A. Works with Outreach to facilitate and attend winter and summer Assemblies.
- B. In conjunction with Outreach, attends RSC meetings.
- C. Obtains liabilities insurance for groups from the Region Service Office.

D. Confirms all approved meeting minutes are posted to web site.

### **C. ACTIVITIES:**

The purpose of the Activities Subcommittee is to provide events and activities to generate fellowship and unity among the area membership, and to provide for the social needs of individuals learning to live clean. The Activities Subcommittee will observe and maintain strict adherence to the Twelve Traditions and the Twelve Concepts.

- A. Provide bank statements and reconciliation reports at every ASC meeting. Failure to provide these reports will result in:
  - 1<sup>st</sup> missed month subcommittee chair will be given notice,
  - 2<sup>nd</sup> missed month ASC may freeze bank account until resolution.
  
- D. Chair should present annual proposed budget in October to ASC Treasurer for full ASC budget presentation in November. If not submitted in October, default approved annual budget shall be \$4,000
  
- E. Submits an annual area activities time line.

### **F. TALENT SHOW:**

The purpose of the Monterey County Talent Show Subcommittee is to plan and carry out the Annual Talent show by providing talent with active members of Narcotics Anonymous in order to carry the message of recovery and unity to fellow recovering addicts. The Talent Subcommittee will observe and maintain strict adherence to the Twelve Traditions and the Twelve Concepts.

- A. Attends and report to monthly ASC meeting.
  
- B. Chair should present annual proposed budget in October to ASC Treasurer for full ASC budget presentation in November. If not submitted in October, default approved annual budget shall be \$1,000.
  
- C. Provide an itemized merchandise inventory and financial report at November ASC meeting to ASC Treasurer for annual sales tax filings.
  
- D. Provide bank statements and reconciliation reports at every ASC meeting. Failure to provide these reports will result in:
  - 1<sup>st</sup> missed month subcommittee chair will be given notice,
  - 2<sup>nd</sup> missed month ASC may freeze bank account until resolution.

#### **D. MBCNA:**

Our vision for the Monterey Bay Convention of Narcotics Anonymous is to encourage and strengthen the spirit of unity between the Monterey County and Santa Cruz Areas. We welcome the fellowship as a whole to celebrate the beautiful gift of recovery we have found in Narcotics Anonymous. As written in Miracles Happen, page 103, "May we never take for granted the gift that we have been given in Narcotics Anonymous."

We are eternally grateful to those who have come before us and forever hopeful to those yet to join us on this precious journey we call recovery.

- A. Attends and reports to monthly ASC meeting.
- B. Chair / Vice Chair should present annual proposed budget in October to ASC Treasurer for full ASC budget presentation in November.
- C. Provide bank statements and reconciliation reports at every ASC meeting.
- D. Provides an annual merchandise report at November ASC meeting.

#### **G. OUTREACH COMMITTEE:**

Purpose: To provide support and communication to groups who are isolated geographically, socially, economically and by sexual orientation. Carry the message to isolated groups: "You are not alone"

Attends groups that are not represented at ASC and share the importance of the group involvement.

- A. Conducts orientation for new GSRs thirty minutes prior to ASC meeting and furnishes them with a copy of the Monterey County Guidelines and *Guide to Local Service*.
- B. Provides support for new meetings.
- C. Networks with various subcommittees in the area for the purpose of providing support.
- D. Conducts Learning Days twice a year and Workshops on group related topics.
- E. Reports to the monthly ASC meeting
- F. Facilitates a plan to address the needs of the fellowship through the inventory process.
- G. Attends Region monthly meetings in conjunction with H&I.

### **VIII. OPERATIONAL GUIDELINES:**

#### **A. VOTING PROCEDURES:**

For all guideline changes, a quorum is necessary. A quorum is two-thirds of the voting members present at first roll call. A simple majority vote will suffice in all other matters.

1. All proposed Guideline changes shall be referred back to the Groups for a Group Conscience, and then voted on at the next ASC.
2. Any voting member of the ASC can submit motions, with the exception of the Chairperson.
3. Members of the AC can present in motion form, the removal of any ASC member due to non-adherence to operational guidelines. The vote is by a two-thirds majority of the ASC.

4. GSR's and Subcommittees hold only one vote.
5. Discussion on motions shall be limited to three pros and three cons; however, discussion may be extended at the discretion of the Chair. The motion must be seconded. If the motion is seconded, the maker shall speak to the motion. If there are no cons, there shall be a vote. If there is one con, one pro shall be presented by a GSR or Subcommittee Chair (excluding the maker), etc.
6. The maker of any motion must be present to speak to the motion. Motions may include the following:
  - a. I move that.....
  - b. Who is to do something?
  - c. What they are to do
  - d. The motion maker's name
  - e. When it will be done
  - f. Why they are going to do it
  - g. How they are going to do it
8. Tabled motions belong to the ASC and motion-maker need not be present. It is the Chairperson's responsibility to ensure that the motion is valid. If motions do not contain a, b, c, and d, (see above) the motion will be returned to motion maker for revision.
9. Proposed motions which in any way effect or change The MCANA Guidelines shall contain a minimum of a, b, c, and, d (see above.) In addition the proposed motion must contain:
  - a) The exact proposed guideline wording.
  - b) The exact placement of the proposed guideline change in the MCANA Guidelines.
  - c) The maker of the motion must include how it will impact and/or change any portion of the MCANA Guidelines; and shall submit all changes with said proposed motion.

**B. ATTENDANCE:**

1. Arriving after the roll call or leaving before the closing prayer is considered an absence.
2. AC members will attend all ASC and required regional meetings of their respective positions. In the event that an AC member cannot attend, the Chairperson will be notified. If a member of the AC is absent for two consecutive meetings, the Chairperson will bring the matter before the ASC for review.
3. A GSR or GSR Alternate will represent each group at all ASC meetings. If a group is not represented for two consecutive meetings, contact will be made to that group by the outreach committee.
4. The Subcommittee Chairpersons must represent their Subcommittee at all ASC meetings and be present for the duration of all ASC meetings. When a Subcommittee Chairperson is unable to attend an ASC meeting the respective Subcommittee is to be represented by the Vice Chairperson. When a Subcommittee is not represented for two consecutive meetings, the ASC Vice Chairperson will contact the Subcommittee to review guidelines regarding attendance.

5. All members of Narcotics Anonymous are welcome to attend ASC meetings as visitors. Visitors will use their representative as a channel by which to communicate. At the discretion of the Chairperson, a visitor may be called on to speak.

## **IX. GENERAL GUIDELINES:**

### **A. POLICIES:**

1. NA literature not yet approved, but in the review process may be displayed at meetings provided it is kept separate from Approved Literature and the fellowship is informed it is available for review and input only.
2. RCM positions, H&I and PI will be issued \$150.00 to be reimburse expenses related to travel to their monthly Regional meetings; only if attended. RCM & RCM Alternate are encouraged to carpool to RSC, otherwise reimbursement will be split. Any other reimbursements must be submitted to the ASC.
3. The ASC will donate a minimum amount of \$260.00 per month to Northern California Regional Service Office of Narcotics Anonymous (NCRSO) and \$50.00 per month to World Services Office of Narcotics Anonymous (WSO).
4. Approval of MCANA Area Guidelines and Subcommittee Guideline changes shall be referred back to the Groups for a group conscience and then voted on at the next ASC meeting.
5. All guidelines must be electronically submitted to the AC to be retained by the ASC Secretary and posted on the Monterey County Area website.
6. All flyers must be approved by the PI Subcommittee, within two week of submission. The Monterey County NA logo is required on all flyers, but additional graphics and logos may also be used.
7. The Eleventh Concept for NA Service establishes the sole absolute priority for the use of NA funds: to carry the message. The Twelve Concepts gives the Monterey County ASC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by Area Trusted Servants cannot be tolerated. Should an ASC Participant, ASC member, Subcommittee Chair or Vice Chair, or Subcommittee member be found to have misappropriated or misused ASC funds, the presiding officer of the ASC, immediately upon calling the ASC meeting to order, must fully disclose the alleged misuse of funds and the individual (s) involved. Any member accused of misuse of funds may



exercise their Tenth Concept right to redress at this time.

- a. ASC ACTION: The ASC, once informed of the alleged misuse of funds, may remove the individual (s) involved “with cause” by a two-thirds vote. Should the ASC remove a member with cause, participation of the said individual (s) within the ASC is immediately terminated. Additionally, any member removed by the ASC for misappropriation of funds may not hold an elected seat on the ASC or its Subcommittees for a period of two years.
- b. Restitution: Individuals removed for misappropriation of funds are expected to make full restitution of all ASC funds. The amount of repayment shall be set up by the ASC. Should a member removed for misuse of funds fail to make full restitution, said member may be subject to criminal and/or civil prosecution by the ASC.

#### 8. Addendum and Guideline Review Procedure:

- a. Any future guideline changes made shall be included at the end of this document as an Addendum.
- b. The ASC Chairperson will distribute copies of the Addendum at the ASC meeting. The GSRs and Subcommittee members will be responsible for attaching the Addendum to their guideline copy.
- c. A guideline review shall be conducted by a formation of an Ad-Hoc Committee a minimum of every four years or when more than seven Addendums have been added.

## **X. STORAGE FACILITY**

### **A. GUIDELINES**

1. The following AC panel members will have access to the storage combination: Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, Secretary, Literature Chairperson, and Literature Vice-Chairperson.
2. In addition to the above-listed AC panel members, only Subcommittee Chairpersons will have the combination to the storage unit. The Subcommittee Chairpersons will be responsible for obtaining items needed by their Subcommittees. In the event that a Chairperson will be unavailable for retrieval of needed items, the Subcommittee member (s) should contact the ASC. Chairperson no less than 24 hours in advance.
3. Under no circumstances is the combination to be given to anyone who is not a Subcommittee Chairperson or an AC panel member.
4. The combination will be changed every cycle June or at the discretion of the Chairperson.
5. Each Subcommittee will be assigned a designated, labeled shelf or shelves. Items must be kept in heavy-duty plastic, stackable storage containers. The containers should be labeled with the Subcommittee name. Items not essential to daily operation should be stored on top shelves.
6. Subcommittee Chairpersons are encouraged to share items such as canopies, buckets used to hold beverages, coffee makers, tables, etc. These items must be “checked out” and returned in a clean and orderly manner. In the event of loss or damage to any

borrowed items, the responsible Subcommittee must replace said items within 10 days and the cost will be deducted from that Subcommittee's budget.

7. The Monterey County ASC must obtain 3 prices for rental fees each time the rent is up for renewal on the current storage unit. The ASC will then discuss and vote on which facility to use.
8. No personal items are to be stored in the unit.
9. Archives from each Subcommittee, including the ASC, are to be stored in the unit. The Subcommittees are encouraged to maintain archives electronically in the interest of space savings.

### **Monterey County Area (ASC) Annual Schedule**

January:

- Annual literature report
- MBCNA Convention
- Complete Financial Area Audit

February

- Area Guidelines and duties distribution

March

- Finalized Review of Financial Area Audit

April

- Elections

May

- New officers take seats
- Physical and Financial literature inventory
- Changing bank account signers
- Changing online bank account access authorities
- Update Statement of Information with the Secretary of State

June

- Changing bank account signers
- Changing online bank account access authorities
- Update Statement of Information with the Secretary of State

July

- Annual literature report

August

September

October

- Presentation of subcommittee budgets

November

- Present ACS proposed annual budget
- Physical and Financial literature inventory
- All subcommittees provide all merchandise inventory and financial reports for sales for tax filings

December

- Vote on annual budget
- File and verify taxes with State Board of Equalization by December 31.

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## **Monterey County Area Narcotics Anonymous Articles of Association**

### **Article I**

#### **Name and Organization**

The name of this association is Monterey County Area Narcotics Anonymous (hereinafter referred to as "MCANA"). MCANA is designated an unincorporated nonprofit association created under the laws of the State of California in the County of Monterey.

### **Article II**

#### **Intent and Purpose**

MCANA's purpose is to further the unity of the fellowship within Monterey County Area by serving the specific needs of its member groups and maintaining a channel of communication between MCANA and Narcotic's Anonymous (hereinafter referred to as "NA") as a whole, to communicate with one another on all matters pertaining to our common welfare (unity) and our common purpose (to carry the message of recovery to the addict who still suffers) in the spirit of strengthening the fellowship as they arise, and to abide by the Twelve Traditions and Twelve Concepts of Service in all our affairs. This body shall coordinate NA functions common to the various area subcommittees in accordance with the Twelve Traditions and Twelve Concepts of Service of NA. In addition, this body shall be available for coordination of group functions or activities. This all will take place in the State of California, County of Monterey or such places as the administrative committee designates. MCANA may engage in any and all other charitable activities permitted to an organization exempt from federal income tax under 501 (c)(3) of the Internal Revenue Code or corresponding future provision of federal tax law. To these ends, MCANA may do and engage in any and all lawful activities that may be incidental or reasonably necessary to any of these purposes, and it shall have and may exercise all other powers and authority now or hereafter conferred upon unincorporated nonprofit associations in the State of California, County of Monterey.

### **Article III**

#### **Office and Duration**

1. The office of MCANA shall be located at the address of which the Chair or designated representative has official residence; or at such place as MCANA may from time to time determine, or as the business of MCANA may require.
2. The duration of MCANA shall be perpetual.
3. The death, removal or resignation of any member of MCANA shall not result in the dissolution of MCANA.

## **Monterey County Area Narcotics Anonymous Articles of Association**

### **Article IV**

#### **Structure and Membership**

Members of MCANA are comprised of the Administrative Committee (AC) and the GSR's or Alternates from the established groups within MCANA and representatives of Ad Hoc (Special) Committees (ASC). Observers – comprised of any NA members who are not attending the ASC meeting as participants of Ad Hoc Committee Representatives are also members. The Administrative Committee shall be comprised of the ASC Chairperson, Vice Chairperson, Secretary, and Treasurer.

**Article V**  
**Association and Leadership**

MCANA shall have at least four (4) officers to be determined by the group. The names and total number of officer positions will be determined as the group requires, changeable as circumstances necessitate. One person will be designated as MCANA's agent in this state/commonwealth, as needed, following state law requirements. A quorum is the minimum number of participants that must be present in order to vote on any business. The quorum of the MCANA shall be a simple majority of its participants. Officers may be elected annually by nomination and a majority vote of at least a quorum of the organization.

**Article VI**  
**Accounting and Records**

The fiscal year of MVANA shall be January 1 through December 31 of each year. All the minute books, correspondence, and other records of MCANA shall be preserved by the officers. Records that have ceased to be of use for the conduct of the affairs of MCANA may be turned over for preservation to a depository designated by it, or discarded.

**Article VII**  
**Dissolution**

In the event of dissolution of MCANA, its property, funds and other assets shall be transferred to Northern California Region of Narcotics Anonymous, provided such organization qualified as tax-exempt under the Internal Revenue Code of the United States.