

**CENTRAL MASSACHUSETTS AREA SERVICE
COMMITTEE OF NARCOTICS ANONYMOUS**

POLICY GUIDELINES

2019

REV 07/01/19

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Abbreviations

A.S.C. or C.M.A.S.C.	Area Service Committee
R.S.C. or N.E.R.S.C.	Regional Service Committee
G.S.R.	Group Service Representative
R.C.M.	Regional Committee Member

ARTICLE I NAME OF THE COMMITTEE

The name of this organization shall be the Central Massachusetts Area Service Committee of Narcotics Anonymous (hereinafter called "the Committee")

ARTICLE II WHO THE COMMITTEE SERVES

The Committee shall serve its constituent Narcotics Anonymous groups.

ARTICLE III PURPOSE

The purpose of the Committee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous groups in the Central Massachusetts Area. The Committee shall support their needs and serve as a link between the groups and the New England Regional Service Committee of Narcotics Anonymous. The Committee shall be the link between our community and shall promote unity within the fellowship.

**ARTICLE IV
MEETINGS**

Section 1. Timing

- A) The regular meeting of the Committee shall be held on the first Monday of each month unless otherwise ordered by the Committee.

- B) In the event that the first Monday of the month is a legal holiday, the regular meeting of the Committee shall be held on the second Monday of the month.

- C) The C.M.A.S.C. meeting is scheduled from 6:30 until 9:30.

Section 2. Participants

A) Elected Trusted Servants

- 1) The Committee elected trusted servants are the participants defined in article V, section 1.

- 2) Elected trusted servants of the Committee, with the exception of the A.S.C. Chairperson or acting A.S.C. Chairperson, may vote on matters or motions before the Committee if and only if they qualify as group representatives of a C.M.A.S.C. group (see this article, this section, paragraph B, below).

- 3) Elected trusted servants may address the floor on any matter or motion before the Committee.

B) Group Representatives

- 1) Groups of the Central Mass. Area will be represented by a Group Service Representative (G.S.R.), or an Alternate Group Service Representative (Alt. G.S.R.).

- 2) G.S.R.s or Alt. G.S.R.s may address the floor and may vote on all matters and motions before the Committee.

- 3) In the absence of both a G.S.R. and Alt. G.S.R., any elected trusted servant of a group may represent his/her group. Said elected trusted servant may address the floor and may vote on all matters and motions before the Committee.

C) Observers

- 1) Any Narcotics Anonymous member may attend the regular committee meetings.

- 2) Narcotics Anonymous members not defined as elected trusted servants or group representatives in paragraphs A) and B) of this Article shall be known as observers.

- 3) Observers may address the floor on any matter or motion before the Committee.
- 4) Observers may submit motions to the Committee on standard motion forms.
- 5) Observers may not vote on matters and motions before the Committee.

Section 3. Motions

- A) Motions must be submitted on motion forms
- B) Any subcommittee and any participant other than the acting Chairperson may make a motion.
- C) All motions not made by a subcommittee must be seconded by a voting member of the A.S.C
- D) All motions may be submitted up until the end of old business.
- E) All policy motions must go back to the groups for a vote (Note: Any motion may go back to groups based on GSRs request and consensus)
- F) Motions will include:
 - 1) The first name of the participant creating the motion.
 - 2) The first name of the participant seconding the motion.
 - 3) The motion. It is strongly suggested that motions be kept simple and address only one issue at a time.
 - 4) The purpose or intent will be indicated in the space provided.
- G) Motion forms will be available at the regular Committee meeting.
- H) The Committee Chairperson may at his/her discretion entertain verbal motions from the floor.
- I) All committees and motion makers will date documents in the appropriate space provided.
- J) No money motions will be voted on prior to the presentation of the Treasurer's report.

Section 4. General rules of meeting procedure

- A) The rules contained in the current edition of N.E.R.S.C. rules of order shall be used as a guide to expedite the business of the Committee, unless contradictory to the articles of this document, the Twelve Traditions or the Twelve Concepts of Service of Narcotics Anonymous.
- B) The Committee Chairperson has the exclusive right to grant or deny requests from the floor to address the Committee.
- C) Appeal of the Chairperson's decisions.
 - 1) All decisions of the Committee Chairperson are subject to

appeal.

- 2) The Committee Chairperson must grant any request to appeal his/her decision(s).
 - a) At his/her discretion, the Committee Chairperson may turn the chair over to the Vice-chairperson for the time it takes to resolve the appeal.
 - b) When the appeal is resolved, the Chairperson will resume the chair.
- 3) Upon appeal, a decision of the Committee Chairperson may be overturned by a simple majority vote of the representatives present.
 - a) In the event of a tie, the Committee Vice-chairperson shall cast the tie-breaking vote.

Section 5. Voting procedure

- A) A representative may cast only one vote on any matter or motion before the Committee. Specifically, while an individual may, from time to time, represent more than one group in discussion, (s)he is allowed only a single ballot when voting before the Committee.
- B) Ballots in all routine matters will be cast by a raising of hands.
- C) For any vote before the Committee, a representative may cast a ballot of "Yes" (or "in favor of"), "No" (or "against"), or "Abstain" (or "decline to vote", counted as neither "Yes" nor "No").
- D) A simple majority of the representatives present shall be required to pass motions for routine business and procedure.
 - 1) In the event of a tie, discussion will be re-opened for two pros and two cons. A second vote will then be taken.
 - 2) In the event of a second tie vote, the motion will automatically be tabled and will go back to the groups for determination of their conscience on the matter.
- E) A two thirds majority vote of the voting representatives present is required to pass policy motions. GSR's who have not brought policy motions back to their groups must abstain from voting unless their groups have given them authority to vote their conscience in such matters.

Section 6. Special meetings

- A) A special meeting may be called by the Committee Chairperson upon receipt of a written request from one or more participants of the Committee.
- B) Such meetings will be convened not less than ten days after the receipt of said request.
- C) The purpose of the meeting shall be stated in the request and no business other than that which is stated may be conducted at the special meeting.

ARTICLE V
ELECTED TRUSTED SERVANTS

Section 1. General

- A) The elected trusted servants of the Committee shall be: the Chairperson, Vice-chairperson, Secretary, Treasurer, Assistant Treasurer, Regional Committee Member, Alternate Regional Committee Member, and all standing sub-committee Chairpersons.
- B) Committee trusted servants may hold only one position at a time on the Committee. Upon election to Committee position, the trusted servant should resign from any other Area Service Committee position as soon as practical.
- C) The elected trusted servants of the C.M.A.S.C. must have a home group inside the C.M.A.S.C.
- D) The elected trusted servants of the C.M.A.S.C. are responsible for storing the coolers purchased for all sub-committee events or activities.

Section 2. Term of Position

- A) The term of position for trusted servants elected at annual elections shall be one year.
- B) Trusted servants elected at annual elections shall begin their term on June 1st except committees that have special timing for their elections.
 - 1) Trusted servants newly elected at annual elections shall work with sitting trusted servants until the beginning of their term.
- C) Committee trusted servants shall serve not more than two full consecutive terms in the same position.

Section 3. Duties of Position

- A) Chairperson:** It is the duty of the C.M.A.S.C Chairperson to perform the following tasks:
 - 1) conduct the monthly meeting; in so doing, the Chairperson shall:
 - a) open the meeting at the appointed time by taking the chair and calling the meeting to order.
 - b) proceed with roll call.
 - c) announce in the proper sequence the business that comes before the Committee.
 - d) recognize the members or observers who are entitled to the floor.
 - e) state and put to vote all questions that otherwise arise in the course of proceedings except questions that relate to the Chairperson. Announce the results of each vote. If a motion that is not in order is made, rule it

out of order.

- f) protect the assembly from obviously frivolous and dilatory motions by refusing to recognize them.
 - g) enforce the rules relating to discussion and order decorum within the assembly when appropriate.
 - h) expedite business in every way compatible with the rights of participants and observers.
 - i) decide in all questions of order, subject to appeal unless, when in doubt, the Chairperson prefers to submit such a question to the assembly for decision.
 - j) respond to inquiries relating to parliamentary procedures or factual information bearing on the business of the assembly.
 - k) declare the meeting adjourned when assembly so votes.
 - l) arrange the agenda for the meeting.
 - 1) The agenda shall include a time slot for group concerns each month.
 - m) acknowledge and welcome all new G.S.R.s.
 - n) at his/her option, limit discussion to two pro and two con and then call for a vote unless appeal to extend a debate is voted by a simple majority.
 - o) The Chairperson shall remain an impartial facilitator of the area meeting.
- 2) authenticate, when necessary, by signature or initials, all acts, orders, and proceedings of the assembly.
 - 3) delegate the general correspondence of the Committee at his/her discretion.
 - 4) make a report of the year's work at the annual meeting.
 - 5) be a signatory of the Area's bank accounts.
 - 6) possess and become familiar with standing sub-committee guidelines.
 - 7) have 9 checks and one deposit slip on hand at all monthly meetings
 - 8) in the event of a tie during voting, shall cast the tie breaking vote
 - 9) act as Regional Committee Member pro tem at Regional Service Committee (R.S.C.) meeting in the event that the R.C.M. and Alternate R.C.M. cannot attend.
 - 10) fulfill certain critical duties in the event of absence by the Treasurer from the monthly meeting (see Article VI, section 3). These duties are:

- a) deposit all revenues received.
 - b) issue checks for all policy and discretionary expenditures passed by the Committee.
 - c) record all transactions and make them available to the treasurer
- 11) maintain area dropbox account including giving new trusted Servants access and insuring that the annual fee gets paid each year in June.

B) Vice-chairperson: It is the duty of the C.M.A.S.C Vice-chairperson to:

- 1) in the absence of the Chairperson, the Vice-chairperson shall conduct the Area Service meeting and fulfill the Chairperson's responsibilities as may be needed.
- 2) be responsible for the meeting minutes in the absence of the Secretary.
- 3) contact any groups that miss two (2) consecutive meetings.
- 4) be a signatory of the Area's bank accounts.
- 5) act per sub-committee guidelines, as sub-committee chairperson pro-tem for any standing A.S.C. sub-committee which is without a chairperson.

C) Secretary: It is the duty of the C.M.A.S.C Secretary to perform the following tasks:

- 1) perform the following duties pertaining to the meeting:
 - a) in the absence of the Chairperson, Vice-chairperson, and Regional Committee Member, to call the meeting to order and preside until the immediate election of a Chairperson pro term (a qualified member).
 - b) have on hand at all meetings of the Committee a copy of guidelines and the last six (6) months' meeting minutes.
 - c) prepare, prior to each meeting and in cooperation with the Chairperson, a meeting agenda.
 - d) read amended minutes of previous Area meeting.
- 2) perform the following duties pertaining to minutes of the monthly meeting:
 - a) keep a record of all proceedings of the Committee.
 - b) keep and update the Committee's official membership list.
 - c) make the minutes and records available to Narcotics Anonymous members upon request and in the manner prescribed by the Committee.
 - d) distribute the minutes as follows:

1) Timing

- a) legible copies of the minutes will be distributed no later than ten (10) days following each meeting of the Committee.
- b) Minutes must be reviewed by two members of Administrative subcommittee for accuracy before distribution.

2) Distribution list - the Secretary will distribute:

- a) one copy of the meeting minutes to the Regional Committee Member.
- b) one copy of the meeting minutes to all Elected trusted servants and group representatives (see article IV) except those defined in line c) which follows.
- c) Representatives missing two or more consecutive Area Service meetings will receive only the front page of the minutes for three months, after which time distribution to said representatives shall be discontinued.
- e) include a list of groups represented and trusted servants that attended the A.S.C. meeting in the minutes, so that the area is aware who is fulfilling their duties.
- f) When listing motions to be brought back to the groups in the minutes, the motion shall be presented exactly as written on the submitted motion form, without additions, revisions, or editorials.

3) keep a file of all the Committee's reports.

4) archive record books in which guidelines, special rules of order, standing rules and minutes are entered with any amendments to these documents properly recorded.

5) notify the participants of any special meetings of the Committee utilizing such methods of communication as is agreed upon with the Chairperson.

6) type and mail all correspondence of the Committee which is not a function of other elected trusted servants or committees.

7) be a signatory for the Area's bank accounts.

D) **Treasurer:** It is the duty of the C.M.A.S.C Treasurer to:

1) be the custodian of the Committee's funds.

2) be a valid signatory of the Committee's bank account.

3) update the list of valid signatories when new trusted servants

are elected and ensure that the bank has current signature cards for valid signatories at all times.

- 4) make a report of receipts and disbursements at each regular meeting.
- 5) make an exact monthly reconciliation of the Committee's account(s).
- 6) make a monthly report of the balance(s) of the Committee's account(s).
- 7) make a full financial report at the annual meeting to be reviewed by the Committee.
- 8) distribute funds as necessary in accordance with Committee decisions when funds are available.
- 9) fulfill any and all accounting and reporting tasks delineated in Article VI.
- 10) file federal, state, and local tax returns as may be necessary.
- 11) In the event that the Treasurer fails to successfully complete any quarterly audit within thirty days of it's scheduling by the Administrative committee (s)he will be removed from his/her position immediately without discussion or vote.
- 12) In the event that there are no Treasurer reports for two consecutive months in the A.S.C. minutes or less than three in any four-month period the treasurer will automatically be removed without discussion or vote.

E) Regional Committee Member: It is the duty of the C.M.A.S.C Regional Committee Member to:

- 1) serve as Chairperson in the absence of both the Chairperson and the Vice-chairperson.
- 2) represent the Committee at each New England Regional Service Committee meeting.
 - a) The Committee will reimburse the Regional Committee Member for expenses of hotel, (not to exceed \$60.00) and travel (to be reimbursed based on receipts submitted to the treasurer) when representing the Committee at Regional Service Committee meetings.
 - b) When possible, the Regional Committee Member will share lodgings with the Alternate Regional Committee Member. If sharing lodgings is not possible, expenses for lodgings will be reimbursed separately at the rate stated above.
- 3) provide the Chairperson of the Committee with additional agenda items fourteen (14) days prior to that meeting.
- 4) make a report to the Committee at each regular meeting covering the business of the New England region.
- 5) make an annual report.

- 6) pass on current Area meeting list to the Regional Service Committee.
- 7) be a signatory of the Area's bank accounts.
- 8) to form an ad hoc committee (as necessary) that will be responsible for hosting the New England regional service meeting.

F) Alternate Regional Committee Member: It is the duty of the C.M.A.S.C Alternate Regional Committee Member to:

- 1) serve as the Regional Committee Member in the absence of the Regional Committee Member.
- 2) attend the New England regional Service Committee.
 - a) The Committee will reimburse the Alternate Regional Committee Member for expenses of hotel, (not to exceed \$60.00) and travel (to be reimbursed based on receipts submitted to the treasurer) when representing the Committee at Regional Service Committee meetings.
 - b) When possible, the Alternate Regional Committee Member will share lodgings with the Regional Committee Member. If sharing lodgings is not possible, expenses for lodgings will be reimbursed separately at the rate stated above.
- 3) attend all Area Service Committee meetings.
- 4) assist the Regional Committee Member in making annual reports.
- 5) Assume the position of RCM without need of an election if the position is vacated midterm. The position will then be opened for nominations at the next annual elections.

G) Standing Sub-Committee Chairpersons: It is the duty of the C.M.A.S.C standing sub-committee Chairpersons to:

- 1) keep order in the sub-committee meeting.
- 2) prepare an agenda for each sub-committee meeting.
- 3) keep discussion on the topics.
- 4) ensure that the 12 Traditions and 12 Concepts of Service are upheld in all matters relating to the function of the sub-committee.
- 5) maintain a link of open communication between the sub-committee, the A.S.C., and the R.S.C.
- 6) attend each meeting of the R.S.C. sub-committee of its like function and bring back a report of that R.S.C. sub-committee's activities to the Area sub-committee at the A.S.C. meeting. In the event of inability to attend the R.S.C. sub-committee meeting, (s)he will ensure representation by a member in good standing of the Area's sub-committee.

- a) the Committee will reimburse sub-committee Chairpersons for travel (based on receipts submitted to the treasurer) when representing the Committee at R.S.C. meetings.
- 7) fulfill all financial responsibilities described in Article VI, Sections 2 and 3.
- 8) carry out any additional responsibilities as may be stated in the sub-committee's guidelines.
- H) **Assistant Treasurer:** It is the duty of the C.M.A.S.C Assistant Treasurer to assist the treasurer in counting the money at the CMA meeting.
- I) **Assistant Secretary:** It is the duty of the Central Mass. Area Assistant Secretary to assist the secretary in preparation and distribution of the monthly area minutes.

Section 4. Vacancy of Position

- A) Resignation: an elected trusted servant of the Committee may resign by providing written notice to the Committee Chairperson at least one month in advance of the next regular meeting of the Committee.
 - 1) Nominations for a position vacated by resignation shall be held at the meeting immediately following the receipt of the trusted servant's written notice of resignation. The following meeting, any more nominations will be heard, and elections will take place.
- B) Removal: an elected trusted servant of the Committee may be removed from his/her position for non-compliance.
 - 1) Non-compliance includes, but is not limited to:
 - a) loss of abstinence shall result in immediate removal from position
 - b) absence from two consecutive regular meetings of the A.S.C. without prior notification to the Chairperson.
 - 1) In the event that an elected trusted servant is absent from a regular Committee meeting without prior notification to the Chairperson, a notice of intent to fill a potential vacancy shall be printed in the minutes of that meeting.
 - c) non-fulfillment of the duties of his/her position as they are described in section 3 of this article.
 - 2) A vote to remove an elected trusted servant requires a two-thirds majority vote of voting representatives present.
 - 3) Elections for a position vacated by removal shall be held at the meeting following the vote to remove. Notification of the vacancy of position shall be published in the minutes.
- C) Assumption of duties: trusted servants elected to fill a vacancy shall assume the duties of position immediately upon election.

Section 5. Annual Elections

A) Timing: annual elections for all Committee trusted servant positions, except for the Spur-of-the-Moment campout and the Narcathon sub-committee chairperson, shall be held at the regular April meeting of the Committee.

- 1) All trusted servant positions, duties, and qualifications (see section 3, this article) will be printed in the minutes of the regular January meeting, with the exception of the Spur-of-the-Moment campout chairperson, Narcathon chairperson and Labor Day Cookout chairperson. (see Article 5 Section 5) A) 2), Below
- 2) The election for the Spur-of-the-Moment campout chair will be held on the second Area meeting following the campout. The duties and qualifications for the position will be printed in the minutes of the first Area meeting following the campout. The Narcathon chairperson election will be held the second area meeting following the Narcathon.

B) Nominations

- 1) Timing of nominations
 - a) At the regular February and March ASM, nominations for the annual elections will be open. Qualifications for all positions will be heard after the sub-committee reports.
 - b) Annual elections will be held at the April ASM
 - c) There will be two nights of nominations before the night of but never on the night of elections.
- 2) Nominees
 - a) Any member of the Area Service Committee may nominate a qualified individual for an A.S.C. position.
 - b) Any qualified individual may nominate her/himself.
- 3) Nominees must be present at elections.

C) Qualifications for Elected Trusted Servants

- 1) Chairperson: the suggested minimum clean time requirement for A.S.C. Chairperson is two years of continuous abstinence from all drugs.
- 2) Vice-chairperson: the suggested minimum clean time requirement for A.S.C. Vice-chairperson is two years of continuous abstinence from all drugs.
- 3) Secretary: the suggested minimum clean time requirement for A.S.C. Secretary is one year of continuous abstinence from all drugs.
- 4) Treasurer: the suggested minimum clean time requirement for A.S.C. Treasurer is two years of continuous abstinence from all drugs.
- 5) Regional Committee Member: the suggested minimum clean time requirement for A.S.C. Regional Committee Member is two years of continuous abstinence from all drugs.

- 6) Alternate Regional Committee Member: the suggested minimum clean time requirement for the A.S.C. Alternate Regional Committee Member is one year of continuous abstinence from all drugs.
- 7) Sub-committee chairpersons: the suggested minimum clean time requirement for A.S.C. Sub-committee chairpersons is two years of continuous abstinence from all drugs. Any Sub-committee Chair position that involves money has a two year clean time requirement.
- 8) Assistant Treasurer: the suggested minimum clean time requirement for A.S.C. Assistant Treasurer is one year of continuous abstinence from all drugs.

D) Voting Procedures

- 1) The Chairperson shall appoint at least two tellers to count the ballots.
- 2) The nominee shall state qualifications.
- 3) The nominee shall field questions from the Committee.
- 4) With the nominee present, members of the Committee may discuss the nominees' qualifications.
- 5) The nominee shall leave the room during voting.
- 6) Ballots will be cast by a raising of hands.
 - a) upon request by any nominee or participant, the committee may vote by written, secret ballot.

Section 6. Special elections

- A) In the event of vacancy of a Committee position due to resignation or removal (see this article, section 4, a special election will be held to fill the vacated position.
- B) Notification of a special election will be printed in the A.S.C. minutes one month prior to the special election.
- C) A trusted servant elected in a special election shall assume the duties of the position immediately upon his/her election.

**ARTICLE VI
SUB-COMMITTEES**

Section 1. Standing sub-committees

- A) General - the Central Mass. Area Service Committee may establish such permanent sub-committees as it deems necessary to perform certain duties.
- B) These standing sub-committees shall be formed upon approval of the representatives of the Committee. Standing sub-committees may include, but are not limited to Public Relations, Hospitals and Institutions, Literature, Activities,

Policy, Spur-of-the-Moment Campout, Narc-a-thon, Outreach, Website and Administrative.

C) When a sub-committee is formed, a Chairperson will be elected by the representatives of the Committee. Trusted servants of each standing sub-committee will be elected by the sub-committee members.

D) All standing sub-committees of the Committee shall create and adopt guidelines which are consistent with the Temporary Working Guide to our Service Structure, the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts of Service, and the best information available from the World Service Conference (W.S.C.) in the form of W.S.C.-approved handbooks and guidelines.

E) The guidelines of each standing sub-committee shall be subject to review and approval by the Committee and must accurately reflect the subcommittees financial responsibilities.

F) An annual report of the subcommittee's activities will be presented by each subcommittee Chairperson in June.

G) The Committee will reimburse all standing sub-committee Chairpersons for gas and tolls with the submission of the appropriate receipt(s) for travel to New England Regional Service Committee meetings.

H) Sub-committee chairpersons are responsible for all financial matters pertaining to their sub-committees.

I) Any bank accounts established by sub-committees shall adhere to the guidelines regarding signature authority and receipts as set forth in Article VI, section 2.

J) All standing C.M.A.S.C. subcommittees must order through the C.M.A.S.C. Literature subcommittee

Section 2. Activities subcommittee

A) The Activities sub-committee shall establish an Activity Seed Money Reserve in the amount of \$750.00. The purpose of this fund is to provide the sub-committee with the necessary seed money to hold fundraising events.

B) Any funds over Activity Seed Money Reserve in said account shall be delivered to the Committee.

C) Any funds required above the Activity Seed Money Reserve shall be requested from the Committee as a standard discretionary expenditure motion.

D) The Activities sub-committee chairperson is responsible for all sub-committee financial tasks including but not limited to record-keeping, accounting, account reconciliation, and reporting of all revenues and expenses to the A.S.C.

1) Specific duties include the responsibilities described in Article VI, Sections 2 and 3

E) The sub-committee shall hold the annual Labor Day Cookout. They will be provided seed money separate from the regular seed money reserve in the amount of \$500 paid each May for the event.

Section 3. Literature sub-committee

A) The Literature sub-committee shall stock four starter kits available

for new groups.

1) 3 Basic starter kits - the group starter kit for an English language NA meeting shall include:

a) 1 Basic Text

b) 1 set of Group Readings - item #9130,

c) 12 each of the following Informational Pamphlets:

#1 Who, What, How, and Why

#7 Am I an Addict?

#11 Sponsorship

#16 For the Newcomer

#22 Welcome to NA

d) 1 Booklet, The Group

e) 10 area meeting lists

2) 1 Spanish starter kit - the group starter kit for a Spanish language meeting shall include the Spanish versions of the exact same items as described in the English starter kit above.

B) The Literature sub-committee chairperson is responsible for all sub-committee financial tasks including but not limited to record-keeping, accounting, account reconciliation, and reporting of all revenues and expenses to the A.S.C.

1) Specific duties include the responsibilities described in

Article VI, Sections 2 and 3.

Section 4. Policy sub-committee

A) The Committee shall establish a standing Policy sub-committee.

B) The purpose of the Policy sub-committee is to:

1) serve as a communication link between the New England Regional Service Committee and the groups of the Central Mass. Area Service Committee in matters of NA policy.

2) Bi-annually, submit updated policy guidelines to the Administrative sub-committee for approval, and publish those guidelines subsequent to that approval.

3) publish a summary listing of all policy motions passed between semi-annual guideline updates. The Policy sub-committee will make this list available to all participants at the regular monthly meeting.

4) notify the Committee in writing when these guidelines are not being followed except when policy has been waived by Committee vote.

C) The Policy sub-committee chairperson is responsible for all sub-committee financial tasks including but not limited to record-keeping, accounting, account reconciliation, and reporting of all revenues and expenses to the A.S.C.

- 1) Specific duties include the responsibilities described in Article VI, Sections 2 and 3.

Section 5. Administrative sub-committee

- A) The Committee shall establish an Administrative sub-committee that consisting of the A.S.C. Chairperson, Vice-chairperson, R.C.M., Alternate R.C.M., Treasurer, and Policy sub-committee Chairperson and Secretary.
- B) The Administrative sub-committee and its members are responsible to the Committee as a whole through our service structure, and they must remain responsive to the needs of the Area.
- C) The A.S.C. Vice-chairperson shall chair all Administrative sub-committee meetings.
- D) The A.S.C. Chairperson shall act as Vice-chairperson at all Administrative sub-committee meetings.
- E) Duties - the Administrative sub-committee's specific duties shall include but are not limited to:
 - 1) the preparation of and submission to the Committee of a quarterly audit of the Area's general accounts. This audit shall be conducted in April, July, October and January.
 - 2) the preparation and submission to the Committee of a yearly audit in February.
 - 3) the establishment and submission to the Committee of an annual financial report for Committee approval in January.
 - 4) review policy guideline updates provided by the Policy sub-committee, and ensure that they are appropriate for publication prior to that publication.
 - 5) the provision of assistance to sub-committees with their quarterly financial reporting.
 - 6) Review of area minutes by two members of sub-committee before distribution.
- F) The Administrative sub-committee chairperson is responsible for all sub-committee financial tasks including but not limited to record-keeping, accounting, account reconciliation, and reporting of all revenues and expenses to the A.S.C.
 - 1) Specific duties include the responsibilities described in Article VI, Sections 2 and 3.

Section 6. Hospitals and Institutions sub-committee

- A) The Committee shall establish a standing H & I subcommittee.
- B) The sub-committee is responsible for:
 - 1) Serve as a communication link in between the N.E.R.S.C. and the C.M.A.S.C. and the subcommittees therein.

- 2) Establish an annual learning day for the C.M.A.S.C. H & I subcommittee.
 - a) Included in the learning day will be a 12 Concept workshop.
- 3) Keep 25% of literature in stock in Spanish.

Section 7. Ad-hoc committees: The Committee may establish such ad-hoc sub-committee as it deems necessary for special purposes. Membership and duration of existence shall be determined by the Committee

A) Ad-hoc sub-committee chairpersons are responsible for all sub-committee financial tasks including but not limited to record-keeping, accounting, account reconciliation, and reporting of all revenues and expenses to the A.S.C.

- 1) Specific duties include the responsibilities described in Article VI, Sections 2 and 3.

Section 8. Public Relations (PR)

A) The subcommittee shall establish a standing subcommittee.

B) The subcommittee is responsible for:

- 1) Serve as a communication link between the NERSC and the CMASC and the subcommittee therein.

Section 9. CMA Meeting List Sub-committee

A) The Committee shall establish a standing Meeting List sub-committee.

B) This sub-committee is responsible for:

- 1) To update, copy and distribute the CMA Meeting Directory.
- 2) To work collaboratively with the Area Chairperson and Area Vice Chairperson to ensure the accuracy of the meeting lists.
- 3) Maintain a budgetary fund for the Area Meeting Directory Subcommittee. The budget shall be established at \$255.00. The escrow budget fund shall be established and continually refunded by sales of the directories. The subcommittee shall receive the balance of the escrow amount every four months for creation and generation of cores of the Area Meeting Directory.

Section 10. Spur-Of-The-Moment Campout Subcommittee

A) The Committee shall establish a standing Campout sub-committee. This sub-committee shall be empowered to open its own checking account and develop its own policy guidelines, pending area approval.

B) The Spur-of-the Moment Campout subcommittee be allowed to deposit all funds raised through campout sponsored events into said account to be used solely for the purpose of the campout.

C) The Spur-Of-The-Moment Campout subcommittee shall establish a Spur-Of-The-Moment Campout Seed Money Reserve in the amount of \$1000.00. The purpose of this fund is

to provide the subcommittee with the necessary seed money to hold fundraising events.

D) All funds exceeding the campout needs are to be turned over to the committee, excluding seed money for the following year, to further carry the message of NA.

E) Schedule, plan and hold a campout event within each calendar year for all of CMA and the rest of NA to enjoy.

F) Any funds required above the Spur-Of-The-Moment Campout Seed Money Reserve shall be requested from the Committee as a standard discretionary expenditure motion.

G) The Spur-Of-The-Moment Campout subcommittee chairperson is responsible for all subcommittee financial tasks including but not limited to record-keeping, accounting, account reconciliation, and reporting of all revenues and expenses to the A.S.C.

1) Specific duties include the responsibilities described in Article VI, Sections 2 and 3.

Section 11. Narcathon Subcommittee

A) The committee shall establish a standing Narcathon sub-committee.

B) The Narcathon subcommittee shall establish a \$500 seed money fund payable as \$250 in February and \$250 in August to be added to Policy as it reads now:

Section 12. Phone Line Sub-committee

A) The subcommittee chair shall establish a standing subcommittee.

B) The subcommittee is responsible for:

1) Serving as a communication link between the NERSC and the CMASC and the subcommittee therein.

2) Answer any messages left on the phone line or emails that come through the CMANA website from addicts seeking assistance.

3) Follow the NERNA Urgent Call-Back Guidelines.

4) Utilizing the NERNA Phone line Referral List.

Section 13. Outreach Sub-committee

A) The subcommittee chair shall establish a standing subcommittee.

B) The subcommittee is responsible for:

- 1) Serving as a communication link between the NERSC and the CMASC and the subcommittee therein.
- 2) Attend groups not represented at the ASC, sharing the importance of group involvement in the area, and welcoming them to the CMASC
- 3) Pass on information about the NA service structure and services it provides.
- 4) Facilitate, encourage and improve GSR attendance at area meetings.

**ARTICLE VII
FINANCES**

Section 1. General banking accounts: general accounts for the Committee may include, but are not limited to checking, savings, prudent reserve, and Massachusetts Use Tax escrow.

A) Signature authority

- 1) All Committee general accounts shall have four valid signatories.
 - a) Valid signatories for the Committee's general accounts shall be the A.S.C. Chairperson, Vice-chairperson, Treasurer, Secretary, and Regional Committee Member.
- 2) All Committee general accounts and sub-committee accounts shall require the signatures of two valid signatories for all distributions of funds.
- 3) All Committee general accounts shall require only one signature of a valid signatory for the deposit of funds.

B) Check cashing: checks written on Committee general accounts at the monthly meeting will be held by the recipient for three banking days to allow the Treasurer to deposit revenues collected at the meeting.

C) Receipts: all members of the Committee will provide receipts for all expenses incurred against Area general and sub-committee accounts.

- 1) Receipts for general account expenses will be kept by the Area Treasurer.
- 2) Receipts for sub-committee account expenses shall be the responsibility of the sub-committee Chairperson.

D) Prudent Reserve

- 1) General - the Committee shall strive to maintain an account called Prudent Reserve. The purpose of this account is to cover policy expenses in the event that monthly revenues are less than such expenses.

2) The Treasurer may, with the formal approval of the Committee, hold Prudent Reserve funds within the Committee's general checking account.

a) The Treasurer will report these funds as a separate line item on all reports.

3) Reserve goal - the goal of the Committee is to ensure that there are adequate funds in the Prudent Reserve account to cover critical policy expenses for a period of two months.

a) The prudent reserve amount will be calculated by totaling the previous twelve months area expense, divided by six. The forecasted sub-committee budgets will also be considered in the setting of the prudent reserve. This figure will be recalculated twice a year and reported by the treasurer at the regular Area Service Committee meetings.

b) The Committee shall, on a monthly basis, decide the amount of money to be put into the Prudent Reserve account until the Reserve goal is reached.

c) Prudent reserve funds may be used for non-critical expenditures only by a two-thirds majority vote of voting representatives present, if quorum is met. If quorum is not met, the vote must be tabled until the next regular meeting.

E) Massachusetts Use Tax escrow

1) General - The Treasurer will hold in escrow, within the Committee's general accounts, any funds that may be due the Commonwealth of Massachusetts as Use Tax on out-of-state untaxed or under-taxed purchases made by the Committee or any of its various sub-committees.

a) The Treasurer may, with the formal approval of the Committee, hold Massachusetts Use Tax funds within the Committee's general checking account.

2) The Treasurer will show these funds as a separate line item on all reports

3) The Treasurer will file a Massachusetts State Use Tax return (form ST9-Q) on a quarterly basis and will submit those funds held in escrow as indicated on said return.

Section 2. Sub-committee accounts: A.S.C. sub-committees may, with the approval of the Committee, establish such accounts as they deem necessary for their operation.

A) All sub-committee accounts shall have not less than three valid signatories.

1) Valid signatories for sub-committee accounts shall be the sub-committee Chairperson, the A.S.C. Chairperson, and the A.S.C. Vice-chairperson.

2) If a sub-committee has a Vice-chairperson and/or a Treasurer, these individuals shall be valid signatories for the sub-committee's account(s).

B) The signature of two valid signatories shall be required for any withdrawal of funds from all sub-committee accounts.

C) Receipts will be kept for all expenses drawn on sub-committee accounts. These receipts shall be the responsibility of the sub-committee chairperson.

D) Subcommittees are required to have contracts with any vendor doing business with the CMA subcommittees when the business requires the participants to pay more than \$10.00 or the subcommittee exchanges more than \$250.00 with the vendor.

Section 3. Sub-committee Financial Reports

A) Sub-committee quarterly reports will be submitted to the Committee for the purpose of informing the Area membership of sub-committee revenues and expenses.

B) Quarterly sub-committee reports are due at the regular January, April, July, and October meetings and shall be submitted in writing to the Secretary for publication in the minutes.

C) Each quarterly report shall:

1) List itemized actual spending; costs, sales, and donations for the previous fiscal quarter. (Example, the April report will list itemized actual spending for January, February, and March.)

2) List itemized spending projections for the current fiscal quarter. (Example, the April report will list itemized spending projections for April, May, and June.)

Section 4. Budget Forecasts:

A) Each sub-committee shall submit a forecasted annual budget in July to cover one fiscal year (the months of July to July).

B) The Administrative sub-committee shall publish a yearly forecasted budget in August also to cover the same fiscal year. The forecasted budget shall be based on the previous years' spending in addition to the known possible expenditures (including sub-committee forecasted budgets)

Section 5. Policy Expenses: certain expenses are deemed important to the continuation of the A.S.C. These expenses will be paid at the monthly meeting as a matter of policy requiring neither motion nor vote. These expenses are:

A) Rent or donation in lieu of rent to the facility in which the meeting is held.

B) CMANA share of the Regional NA helpline. The amount to be paid as a Policy expense is the actual amount billed by Region.

C) Printing and mailing of the minutes of the monthly Committee meeting. The check is written to the Secretary (see Article V, section 3C)2)d)). The current monthly allotment is \$70.00.

D) Group literature starter kit(s) (see also Article VII, section 3). The check is written to the Literature sub-committee Chairperson. The Literature Committee will be reimbursed for the actual replacement cost of the starter kit given away.

E) Regional Committee Member travel (see also Article V, section 3E)2)).

F) Alt. Regional Committee Member travel (see also Article V, section 3F)2)).

G) Annual post box rent. The amount to be paid as a policy expense is the actual amount of the monthly charge. The current annual rental fee for the Area's post office box is \$55.00, billed in April, due in May.

H) Donations to the New England Regional Service Committee. In the months when the N.E.R.S.C meeting is held, in the event that all other Committee policy and discretionary expenses have been paid, the Committee will donate the remainder of its general checking account funds to the N.E.R.S.C. (not to include Prudent Reserve, Massachusetts Use Tax escrow, and the \$7.50 account minimum). Checks for donations to the N.E.R.S.C. shall be made out to "New England Regional Service Committee" and shall be given to the Area Service Representative for delivery to the R.S.C.

I) Sub-committee Chairpersons travel (see also Article V, section 3G)6)a)).

J) Prudent Reserve (see Article VI Section 1 D)3)c). If the Prudent Reserve is below its goal figure, the Committee may, if revenues allow, vote on any amount brought forth by motion to bring the Reserve up to the goal amount.

K) Bank service charges. The Treasurer will ensure that \$7.50 remains in the Committee's general checking account at all times to allow for monthly service charges.

L) Provide \$200.00 to H&I each month for literature to bring to their presentations.

M) Provide \$20.00 to Public Relations Subcommittee to cover the cost of postage, pamphlets, envelopes, cores and information packets.

N) Provide \$53.00 to H&I Subcommittee each month for regional meeting lists.

O) Bi-annual publication of the updated policy guidelines. Current budget \$170.00 or \$85.00 bi-annually.

P) Reimburse website \$60.00 yearly.

Section 6. Absence of the Treasurer: in the event that the Treasurer is absent from the monthly meeting, the Committee Chairperson shall fulfill certain critical duties. These include, but are not limited to:

A) deposit all revenues received.

B) issue checks for all policy and discretionary expenditures passed by the Committee.

C) record all transactions and make them available to the Treasurer.

ARTICLE VIII POST OFFICE BOX

Section 1. The Committee will maintain a post office box for general communications.

A) The annual rent for the post office box is classified as a policy expense of the Committee.

B) Keys for the post office box will be held by the Chairperson, Secretary, and Campout Chair.

C) Post office box keys will be returned to the Committee's Chairperson at the end of a trusted servant's term or upon his/her resignation or removal from the position, whichever comes first.

**ARTICLE IX
AMENDMENTS TO GUIDELINES**

Section 1. Policy & Guideline changes

A) Motions to amend these policy guidelines shall be submitted one meeting prior to the meeting at which they will be voted upon so that GSRs may bring the motions back to their groups for a vote.

B) The exact wording of a proposed amendment shall be submitted in writing on a standard "motion" form as a policy motion.

C) A two thirds majority vote of the representatives present is required to pass a proposed amendment to the policy guidelines.

Section 2. Update and Publication

A) These guidelines will be formally updated twice a year in April and October.

B) It is the responsibility of the Policy sub-committee to perform the semi-annual update and publication, subsequent to the approval of the Administrative sub-committee.

C) The update will include the addition of motions passed by the Committee since the last published revision. No further vote will be necessary to incorporate such motions into these guidelines.

D) The Administrative sub-committee may propose additional revisions to the guidelines that simplify and/or clarify the language of these guidelines. Such recommended revisions will be submitted to the Committee for formal policy vote.

Policy updates from May 2012 – July 2019

Voted In	Change	Policy Location	Date Updated	Updates made by	Notes
	Changed placement of articles to flow better in the document. Nothing was changed in regards to wording or guidelines	Article VI Subcommittees Article VII Finances	06/30/19	Ben B	
06/2019	Added description for Outreach	ARTICLE VII SUB-COMMITTEES SECTION 12	06/30/19	Ben B	
06/2019	Added description for PHONE LINE	ARTICLE VII SUB-COMMITTEES SECTION 13	06/30/19	Ben B	
10-2018	Added Labor Day Cookout to the list of responsibilities for the Activities Chairperson. Listed the \$500 seed money specifically for the event.	Article VII Section 2 (E)	02/04/2019	Ben B.	Added section 2 (e)
10-2018	Removed the Labor Day Cookout Sub-Committee Chairperson position as it was absorbed into Activities.	Article VII Section 12	02/04/2019	Ben B	Section removed
3-2018	The name of the Executive Sub-Committee has now been changed to the Administrative Sub-Committee	Throughout	3/31/2018	Mike C.	Anywhere throughout policy where it said Executive Sub-Committee, now says Administrative Sub-Committee
11-2017	The elected trusted servants of the C.M.A.S.C. are responsible for storing the 120-quart cooler purchased for all sub-committee events or activities.	Article V Section 1 (D)	12/4/2017	Mike C.	

11-2017	ASC Chairperson must maintain area dropbox account including giving new trusted servants access and insuring that the annual fee gets paid each year in June.	Article V Section 3 (11)	12/4/2017	Mike C.	
07-2017	Provide \$53.00 to H&I Subcommittee each month for regional meeting lists.	Article VI Section 4 (N)	7/3/2017	Mike C.	
05-2016	Clarification was requested	Article V, Section 5, number 2			
11-2015	Minutes represent going back to Robert's rules of order				
06.2015	Create \$500 seed money for the Labor Day Cookout	Article VII Section 12			To be added prior to Mar
05-2015	Additional clarification All policy motions must go back to groups for a vote. (Note: Any motion may go back to groups based on GSR requests and consensus)	Article IV Section 3 E.1	5/5/2015	Paula B.	A request was made to clarify this more. It did not change the policy just made it more understandable.
03-2015	Clarified " All policy motions must go back to groups for a vote.	Article IV Section 3 E.1	04/11/2015	Paula B & Ashleyrose	
01-2015	Any subcommittee Chair position that involves money has a 2 year clean time requirement	Article V Section 5.C.all	04/11/2015	Paula B & Ashleyrose	Get agreement on what subcommittee chairs need the 2 year
12-2014	Create a new standing subcommittee to take over the Labor Day Cookout.	Section needs to be added to Article VII Section 1 also add Section 12	04/11/2015	Paula B & Ashleyrose	
08-2014	Change H&I allotted money from 150 – 200	Article VI Second 4.L	04/11/2015	Paula B & Ashleyrose	
06-2014	RCM ARCM Position Update Change to: Assume the position of RCM without need of an election if the position is vacated midterm. The position will then be opened for nominations at the next annual elections.	Article V Section 3.F.5	04/11/2015	Paula B & Ashleyrose	Page 11
11-2013	Separate the Website our of Public Relations	Article 7 Section 1, B	10/4/14	Paula B.	
05-2013	Two Policy Motions were passed. They were Motion 2 - Eliminate Section 4 Subsection B part 1a 'loss of abstinence' Add Section 4 Subsection B part 4 'loss of abstinence shall result in immediate removal from position'. Motion 3. Article 7 Section 11 part B 'payable as \$250 in February and \$250 in August to be added to Policy	Eliminate Article IV Section Subsection B part 1a 'loss of abstinence' Add Article IV Section 4 Subsection B part 4	10/4/14	Paula B.	

	as it reads now: B. The Narcathon subcommittee shall establish a \$500 seed money fund.	Article 7 Section 11 part B			
02-2013	Combine Website Subcommittee into Public Relations	Article 7 Section 1, B	10/4/14	Paula B.	Voted in in Feb 2013
12-2012	Change Public Information to Public Relations	Everywhere it is mentioned	10/3/14	Paula B.	Did a find and replace
07-2012	<p>Updates were made with a small error: "With the exception of the Spur of the Moment Campout Chairperson and the Narcathon Chairperson. (Nacathon was missing from Section 5, Subsection A, 1.</p> <p>Second Update was to add to policy a Section 5, Subsection A,2 the following: The election of the Narcathon Subcommittee Chairperson will be held in February. The duties are qualifications for the position will be printed in the January Area Minutes.</p>	Article V Section 5, Subsection A, 1 and 2	10/2/14	Paula B	A small piece of the motion was missed in 2012. I added the words Narcathon Chairperson to Section 5 Subsection A,1
03-2012	<ol style="list-style-type: none"> 1. Motion to change Prudent Reserve calculation from 3 months of expenses to 2 months of expenses. 2. Each subcommittee will submit a Forecasted Annual Budget in July for the months of July to July. 3. Require the CMA Administrative Subcommittee publish a yearly forecasted budget to represent July to July in August. This will include the budgets from the subcommittee. 4. Reduce Campout Operating Cash from \$1500 - \$1000 5. Money Motions submitted by committees that have not provided their quarterly financial reports will be ruled out of order. 	Section 6, Subsection 6,4, B			1. Only the Campout committee reduced. Other recommendations did not pass. Included in 2013 Policy

