

# GUIDELINES OF THE MILE HIGH AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

## ARTICLE - 1

### NAME

The name of this committee is The Mile High Area Service Committee of Narcotics Anonymous (hereafter referred to as MHASC).

## ARTICLE - 2

### PURPOSE

The purpose of the MHASC is to support its groups in fulfilling their primary purpose by providing services deemed necessary by the groups. In all its proceedings, the MHASC shall adhere to The Twelve Traditions, Twelve Concepts of Service of NA and the resources of the Guide to Local Services.

## ARTICLE - 3

### MEETINGS

The regular meeting of the MHASC is held on the first Sunday of each month from 2:00pm to 5pm. It will be the MHASC responsibility to identify, consider and resolve conflicts in the next month's MHASC meeting date due to holidays. All MHASC meetings are non-smoking.

The Budget Planning Meeting will be held during the regular MHASC meeting at 2:00pm, every December, March, June, and September.

The MHASC Chairperson or any MHASC Group Service Representative (GSR), with the written request of six (6) other MHASC GSR's, may call special meetings. The purpose of this meeting shall be stated in the request and will be disclosed to all GSR's at least ten (10) days prior to the special meeting. No other business than that for which the meeting was called may be conducted. The MHASC secretary or a delegated person will notify all GSR's, administrative committee members and subcommittee chairs of any such meeting.

Fifty percent (50%) of the average number of GSR's attending over the past three (3) month period constitutes a quorum for the purpose of holding each MHASC meeting.

## ARTICLE - 4

### MEMBER GROUPS

An NA Group is any meeting that meets regularly at the same time and place and follows the guidelines set forth by the World Service Conference of Narcotics Anonymous. For a new group to be eligible for inclusion in the MHASC, they must attend the monthly area meetings. Any GSR present may participate in the voting process.

## ARTICLE - 5

### MEMBERS

The MHASC shall follow the guidelines set forth in the Twelve Concepts for NA Service and A Guide to Local Service, including, but not limited to, the guidelines for what constitutes a voting and a non-voting member.

The MHASC is comprised of the Administrative Committee, Subcommittee Chairs, GSR's and GSR Alternates. The MHASC has two (2) types of members: Decision Makers and Participating Members.

#### Decision Makers

A Decision Maker shall be one (1) GSR per group, Chairs of Subcommittees and the Administrative Committee.

#### Participating Members

A Participating Member would include any NA member attending the MHASC meeting.

## ARTICLE - 6

### MHASC TRUSTED SERVANTS

The MHASC Administrative Committee Trusted Servants are the Chairperson, Vice Chairperson, Secretary, Treasurer, Assistant Treasurer and the two (2) Regional Committee members (hereafter referred to as RCM's) and a Colorado Regional Convention of Narcotics Anonymous (CRCNA) Liaison (hereafter referred to as CRCNA Liaison).

All trusted servants, administrative committee and subcommittee chairs, serve for one year (RCM's serve two (2) years) and are elected by the GSR's present. No trusted servant shall be eligible to serve more than two (2) full year consecutive terms in the same position unless approved by a 2/3-majority vote of the present GSR's. The extended term shall be no more than one (1) year in length and shall be used to find a qualified candidate for the position. No administrative committee trusted servant should hold more than one area service level position at a time.

All Administrative Committee and Subcommittee chairs shall provide a written and a verbal report (email reports, if possible, to MHASC Secretary within 7 days after MHASC) to the MHASC meeting in

order to further Concept Eight, "Our service structure depends on the integrity and effectiveness of our communications."

Any MHASC elected trusted servant may be removed from their position for non-compliance including, but not limited to:

1. Loss of continuous clean time.
2. Non-fulfillment of the duties of their position.
3. Absence at two (2) consecutive meetings (unless otherwise represented by member of the subcommittee or administrative committee) or excessive absenteeism.

Any Trusted Servant or Subcommittee Chair may resign by providing written notice to the MHASC Chairperson thirty (30) days in advance of vacating a position.

#### Trusted Servants Duties - Administrative

##### Chairperson

It is suggested that the MHASC Chairperson have a minimum of five (5) years continuous clean time, has demonstrated a working knowledge of the Twelve Traditions of Narcotics Anonymous and Twelve Concepts for NA Service, and presents a history of completed NA service positions.

##### Chairperson's Responsibilities:

1. Arranges agenda, including opening treasurer's report.
2. Opens and presides over the monthly MHASC meeting and presents proposals to MHASC.
3. Co-signs the MHASC bank account.
4. Holds a key to the PO Box.
5. Ensures that procedures are consistent with the adopted guidelines of the MHASC.
6. Appoints Ad-Hoc Committee Chairpersons. Ad-Hoc committees are appointed by the Chair for a specific purpose, are disbanded once the purpose is achieved and a final report is submitted to the MHASC. (Ad-Hoc Chairs do not have a vote at the MHASC.)
7. Submits a verbal and written report of monthly activities.
8. Recognizes members or observers who are entitled to the floor.
9. Votes in case of a tie in elections.
10. Reviews and approves the monthly balancing of the checking account provided by the MHASC Treasurer.
11. Attends quarterly budget planning meeting with Administrative Committee quarterly budget request.
12. Submits a quarterly budget of the Administrative Committee for approval by the MHASC.
13. Directs consensus based decision making process.

Some qualities to consider when electing a Chairperson are: impartiality, leadership, communication skills, organization skills, and a calm spirit. (See 4<sup>th</sup> Concept)

## Vice-Chairperson

It is suggested that the MHASC Vice-Chairperson have a minimum of four (4) years continuous clean time, has demonstrated a working knowledge of the Twelve Traditions of Narcotics Anonymous and Twelve Concepts for NA Service, and presents a history of completed NA service positions.

### Vice-Chairperson's Responsibilities:

1. Serves as the Chairperson in the absence of the MHASC Chairperson.
2. Co-signs the MHASC bank account.
3. Contacts the standing subcommittees and coordinates their functions. In the event of a vacancy of an elected position, the vice-chair is to act as standing chair of that position and report to area until such time that the position is filled.
4. Submits a verbal and written report of monthly activities.
5. Assists the Chairperson in any duties as may be mutually agreed upon, learning from the Chairperson those duties inherent in the Chairperson's position.
6. Responds to all inquiries of members relating to policy and procedure.
7. Attends quarterly budget planning meeting.

Some qualities to consider when electing a Vice-Chairperson are: willingness to serve, ability to learn, communication skills, and integrity. (See 4<sup>th</sup> Concept)

## Secretary

It is suggested that the MHASC Secretary have a minimum of two (2) years continuous clean time, has demonstrated a working knowledge of the Twelve Traditions of Narcotics Anonymous and Twelve Concepts for NA Service, and presents a history of completed NA service positions.

### Secretary's Responsibilities:

1. Keeps accurate minutes of the MHASC.
2. Types and distributes copies of the minutes to each MHASC member no later than ten (10) days following the MHASC meeting.
3. Holds a key to the PO Box. Notifies and distributes to recipients of mail accordingly.
4. Performs the roll call at all MHASC meetings.
5. With permission of members, annually updates newly elected administrative committee members and subcommittee chairs with the World Service Office of Narcotics Anonymous.
6. Has on hand at each meeting a list of MHASC members to include their name, position, phone number, address or e-mail. To be used solely for the purpose of distributing minutes.
7. Maintains the area archives. Annually inventories, archives and stores appropriate materials.
8. Notifies MHASC members of special meetings.
9. Attends quarterly budget planning meeting.

Some qualities to consider when electing a Secretary are: communication and organizational skills, word processing skills, accuracy and punctuality. (See 4<sup>th</sup> Concept)

### Treasurer:

It is suggested that the MHASC Treasurer have a minimum of five (5) years continuous clean time, has demonstrated a working knowledge of the Twelve Traditions of Narcotics Anonymous and Twelve Concepts for NA Service and presents a history of completed NA service positions.

### Treasurer's Responsibilities:

1. Acts as the custodian of all MHASC funds.
2. Accepts contributions from groups and subcommittees, deposits all contributions within five (5) business days and disburses funds as directed by the MHASC.
3. Keeps a record of all contributions and disbursements.
4. Keeps a record of all group payments for literature. This record should also include expenses incurred by the literature committee.
5. Within five (5) days following Area, the treasurer sends the Area, Literature, and Budget spreadsheets to the Secretary to be included in the minutes.
6. Transfers approved funds between the Area and Literature sub-accounts.
7. Acts as the primary signer for the MHASC bank account. The Treasurer will have either the Chair or the Vice Chair sign all checks on the memo line.
8. Balances the MHASC checking account monthly and notifies the Chairperson immediately if there is any discrepancy.
9. Follows the guidelines set forth under ARTICLE 10: Disbursements.
10. Prepares the budget on a quarterly basis, to be approved by the Chairperson prior to the budgetary planning meeting. In doing so, the Treasurer follows the guidelines set forth in ARTICLE 10: BUDGETS.

An effective Treasurer will be: accountable, trustworthy, organized, "good at managing their own finances, and inspire trust of the committee. Experience in business, accounting, bookkeeping, or as a successful group treasurer is helpful" (GLS). Good Excel skills are highly advantageous in this position. (See 4<sup>th</sup> Concept)

**Bounced Check Policy:** When any check written to the MHASC is returned for insufficient funds, the Treasurer informs the writer of the check at the next Area meeting. The amount of the returned check needs to be reimbursed to the Area either in cash or with a money order. Until this is taken care of, Area will not accept any further donations or literature orders from that individual. In addition, the MHASC will no longer be able to accept checks from that person.

### Treasurer's Assistant:

It is suggested that the MHASC Treasurer's Assistant have a minimum of four (4) years continuous clean time, has demonstrated a working knowledge of the Twelve Traditions of Narcotics Anonymous and Twelve Concepts for NA Service and presents a history of completed NA service positions.

### Treasurer's Assistant's Responsibilities:

1. Verify that literature orders are correctly added up and verify the funds paid. This involves noting any "overages" from groups which are to be donated to the Area.
2. Work side by side with the Treasurer, learning the above-stated responsibilities in order to be prepared to take on the position of Treasurer in July, if elected.

An effective Treasurer's Assistant will be: accountable, trustworthy, organized, willing to learn, "good at managing their own finances, and inspire trust of the committee. Experience in business, accounting, bookkeeping, or as a successful group treasurer is helpful" (GLS). Good Excel skills are highly advantageous in this position. (See 4<sup>th</sup> Concept)

### MHASC PR Coordinator

It is suggested that the PR Coordinator have a minimum of 5 years clean time, has demonstrated a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and Twelve Concepts for NA Service and presents a history of completed NA service positions.

#### PR Coordinator Responsibilities:

1. Sets up monthly agenda for roundtable discussion of each subcommittee involved in PR
2. Facilitates roundtable discussion using Consensus Based Decision making to help committees work together toward furthering NA's primary purpose
3. Coordinates communication between subcommittee's between monthly meetings to help subcommittees complete tasks and projects completely and in a timely manner
4. Creates and maintains a service pool list of service members that are willing to serve in any capacity
5. Utilize service pool when subcommittees are in need of additional trusted servants

Communicates and posts all available service positions to the website working in conjunction with the website subcommittee to create a viable forum in which this information can be communicated

### Regional Committee Member

It is suggested that the MHASC RCM have a minimum of four (4) years continuous clean time, has demonstrated a working knowledge of the Twelve Traditions of Narcotics Anonymous and Twelve Concepts for NA Service and presents a history of completed NA service positions.

#### Regional Committee Member's Responsibilities:

1. Attend all MHASC meetings, Colorado Regional Service Committee (CRSC) meetings and CRSC Assemblies.
2. The longest serving Regional Committee Member serves as the MHASC Chair in the absence of the MHASC Chair and MHASC Vice Chair.
3. Represents the interests of the MHASC at the CRSC and carries the MHASC's groups' consciences.
4. Submits a written report of monthly activities and a copy of information submitted to the CRSC at each MHASC meeting. Also submits a written report to the CRSC of MHASC activities.
5. Attends quarterly budget planning meeting.

Some qualities to consider when electing a RCM are: consistency, effective communication skills, decision-making skills and open-mindedness. (See 4<sup>th</sup> Concept)

### Colorado Regional Convention of Narcotics Anonymous (CRCNA) Liaison

It is suggested that the MHASC CRCNA Liaison have a minimum of two (2) years continuous clean time, has demonstrated a working knowledge of the Twelve Traditions of Narcotics Anonymous and Twelve Concepts for NA Service and presents a history of completed NA service positions.

CRCNA Liaison's Responsibilities:

1. Attend all MHASC meetings and CRCNA committee meetings.
2. Represents the interests of the MHASC at the CRCNA committee and carries the MHASC's groups' consciences.
3. Submits a written report of monthly activities and a copy of information submitted to the CRCNA committee at each MHASC meeting. Also submits a written report to the CRCNA committee of MHASC activities.
4. Attends quarterly budget planning meeting.

Some qualities to consider when electing a CRCNA Liaison are: consistency, effective communication skills, decision-making skills and open mindedness. (See 4th Concept)

## ARTICLE - 7

### ELECTIONS

Annual elected positions except the CRCNA Liaison and one RCM will be announced in May with nominations and elections for the positions in June. The CRCNA Liaison position will be announced in December with nomination and elections for the position in January. One RCM position becomes available per year in order to stagger the experience.

Only GSR's present will vote at all MHASC elections.

**An election to fill a vacancy of an elected position is to be announced upon vacancy of that position with the nomination and election for the position at the next MHASC meeting.**

#### Nominations

Any member of NA can be nominated but the nomination must be seconded by a Decision Maker of the MHASC. All nominees must be present at both the meeting at which they are nominated and the meeting in which the vote is taken to fill the position. Participants will be given the opportunity to ask questions and/or voice their objections (if any) concerning any nominee, while the nominee is present.

#### Elections

1. A vote will be taken for all elected positions regardless of the number of nominees.
2. If there is only one nominee for a position after nominations have been closed, the election is known as a vote of acclamation and will be indicated as such by the Chairperson. The nominee must then receive 2/3rds of the participating votes to be elected. If the nominee fails to receive 2/3rds then nominations will be reopened.
3. While the voting process is taking place, the nominees should leave the room.
4. The Chairperson will ask who is in favor of the first candidate nominated, then the second, and so on. All votes for a candidate will be counted before moving on to the next one.
5. There are no votes "against" a candidate. The only votes that will be tallied are those in favor of the candidate and those abstaining from the vote.
6. The nominee who receives the most votes will win the election of the position.
7. The Chairperson will vote only when a vote total is tied.
8. The final vote totals will NOT be reflected in the minutes.

## ARTICLE - 8

### VOTING PROCEDURES ON PROPOSALS:

Quorum is comprised of 50% of the average number of GSR's attending the MHASC over the past three months.

All proposals are decided through Consensus-Based Decision Making.

Any NA member is welcome to attend the MHASC, introduce proposals and participate in discussion.

### Consensus-Based Decision Making

The use of Consensus-Based Decision Making admittedly takes longer to achieve an outcome to an issue, called a proposal. But the results are understood by all in attendance at a more significant level of comprehension. In addition, any proposal can be easily changed or modified as discussion progresses. Making a motion, requiring a second and so forth are no longer needed. Decision Makers become a single point of accountability to those that they represent (see 12 Concepts of NA Service).

### Consensus-Based Decision Making Process

1. Bring proposals to the MHASC. Formulate clear proposals in advance with as much communication and collaboration as possible to facilitate the consensus decision process.
2. Maker of the proposal speaks first to the intent.
3. Open up the floor first for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal).
4. Facilitator asks whether anyone has reservations about the proposal. These are heard and they may be answered or the proposal may be modified.
5. Once all reservations have been heard and answered in this way, Facilitator asks, "Do we have consensus?" Participants respond in one of four ways:
  - a. Assent. This means that the Decision Maker supports the proposal, all things considered. It may not mean that the Decision Maker is in agreement with every aspect, but that the Decision Maker has heard the discussion and has had a chance to participate in the process of finalizing the proposal, and is prepared to support the final proposal. Assent is signified by remaining silent.
  - b. Assent with Reservations. This option is not materially different from the Assent option but is included as a way of giving Decision Makers a place to stand when they do not want to object more strongly, but they do want to note that they have reservations. Assent with Reservations is done by the Decision Maker raising their hand and simply saying when the facilitator calls on them, "Assent with Reservations." The assumption is that the reservations have been heard already, and the Decision Maker is simply noting that they can support the proposal and continue to have these reservations.

- c. Stand Aside. A common misconception about the Stand Aside option is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote. It is a statement that the Decision Maker does not support the proposal, but the Decision Maker's objection is not of the nature or the severity to warrant a block. Should the number of Decision Makers opting to be Stand Asides reach 15% or more, this will indicate a consensus too weak to adopt the proposal. The proposal is then either dropped or delegated to the maker of the proposal or an Ad Hoc Committee for reworking.
- d. Block. This option is also commonly misunderstood. Given that a proposal can be defeated by a sufficient number of Stand Asides, the Block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal. A Decision Maker who blocks must be able to articulate which Tradition or Concept or Spiritual principle fundamental to NA is violated by the specific proposal.

## ARTICLE - 9

### **SUBCOMMITTEES**

The Subcommittees of the MHASC are Activities, Training Coordinator, Hospitals and Institutions (H & I), Literature Supplies, Outreach, Phonenumber, Public Information (PI) and Web Servant.

All Subcommittee Chairs are elected by the MHASC. It is suggested that the MHASC Subcommittee Chairs have a minimum of two (2) years continuous clean time, have demonstrated a working knowledge of the Twelve Traditions of Narcotics Anonymous and Twelve Concepts for NA Service, and presents a history of completed NA service positions.

It is the duty of each Subcommittee Chair or Representative to:

1. Attend and provide written reports, within seven (7) days to the area secretary, of all monthly activities at each MHASC meeting.
2. Announce and hold regularly scheduled Subcommittee meetings.
3. Attend quarterly budget planning meeting.
4. Submit quarterly itemized budgets for approval to the MHASC.
5. Elect or appoint other committee members as necessary.
6. Channel all funds received to the Treasurer (in absence of treasure, to the assistant treasurer) of the MHASC within 7 days following any event that has generated funds.
7. MHASC Subcommittee Guidelines are submitted in writing and approved by the MHASC. Updates, amendments or changes to guidelines are also presented and approved by the MHASC.
8. Function within the principles of any World Service handbook, guideline or guide unless stated in writing by the Subcommittee or MHASC as a group.
9. Ensure all meetings are non-smoking.

## Activities

The purpose of the Activities Subcommittee is to provide the fellowship in the MHASC with recovery-oriented events, activities and merchandise. The funds generated through the Activities Subcommittee belong to the MHASC and are to be used to further our primary purpose.

## Hospitals and Institutions

The purpose of the Hospitals and Institutions Subcommittee (H&I) is to conduct panels and meetings that carry the message of NA to addicts who often have no other way of hearing our message.

## Literature Supply

The purpose of the Literature Subcommittee is to provide NA approved literature for purchase by the MHASC members and individual Decision Makers attending the MHASC. This is accomplished by purchasing in bulk from the Narcotics Anonymous World Services (NAWS) in order to keep an inventory available for resale. Each order is charged ten percent (10%) in order to help cover shipping costs and to continue to restock the literature supply on hand. All money generated is reconciled between the Chair of the Literature Subcommittee and the MHASC Treasure by the close of each MHASC meeting.

The Literature Subcommittee may also have the opportunity to participate in the review and input of NA literature seeking conference approval. The Literature Subcommittee can also develop original materials to be submitted to NAWS. All such material must be presented to the MHASC before being sent to NAWS.

## Outreach

The purpose of the Outreach Subcommittee is to provide assistance in overcoming the isolation that can hinder the growth of any addict seeking recovery. The focus and goal is to help NA groups or individuals feel a part of the larger NA community. Communication between Outreach, H&I, and PI is suggested in order to avoid duplication of efforts.

## Phone Line

The purpose of the Phone Line Subcommittee is to maintain the information/help line for the MHASC known as "303-832-DRUG". It is the responsibility of this committee to consistently update the information on the information/help line, coordinate schedules for volunteers to man the help line and provide training for our volunteers in accordance with A Guide to Phonenumber Service.

## Public Information

The purpose of the Public Information Subcommittee (PI) is to provide conference approved NA literature, speakers and information to the public. The Public Information Subcommittee serves as a resource about NA in the area that the MHASC serves.

## Training Coordinator

The purpose of the Training Subcommittee is to provide education primarily to the MHASC GSR's and GSRA's about the responsibilities of their position, general descriptions of other positions held at the MHASC and any training for the MHASC members deemed necessary by the MHASC.

## Website

The purpose of the Website Subcommittee is to maintain the website [www.nacolorado.org/denver](http://www.nacolorado.org/denver) and provide meeting lists to the fellowship. It is the responsibility of this committee to consistently update MHASC activities, MHASC Meeting List and perform maintenance as needed on the website.

## ARTICLE - 10

### **FISCAL RESPONSIBILITY**

#### **DISBURSEMENTS**

The priority of disbursements of the MHASC is to be as follows:

1. Contractual obligations are automatic and do not require a vote of the MHASC
2. MHASC budgeted items are to be paid automatically and do not require a vote but must be prioritized in the event of a shortfall.
  - A. Contractual Expenses
  - B. Subcommittees
  - C. Pass excess along the service structure
3. Non-contractual, non-budgeted expenditures require a vote of the MHASC and must be prioritized. Expenditures that cannot be met at that month's meeting must be given highest priority at the next MHASC.

All disbursements must be receipted.

Non-receipted disbursements must be accompanied by a written estimate of planned expenses. Once the expense is completed, all receipts and funds must be turned into the MHASC Treasurer for reconciliation by the next MHASC meeting.

In order to prevent our members from spending personal funds it is suggested that disbursement checks be written to a specific supplier of goods and services.

As a last resort, a member may spend personal funds and must submit a receipt in order to request a reimbursement from the MHASC.

## BUDGETS

1. Contractual obligations are defined as any contract between MHASC and any outside entity. These include but are not limited to: phone services, advertising, meeting space rent, storage space rent.
  - a. Provisions are to be made to reserve funds for expenditures that are annual and biannual.
  - b. Budgeted contractual obligations must be adjusted quarterly. Budgeted contractual obligations are defined as one quarter (1/4) of the annual contractual obligations. Careful consideration is suggested when voting to disburse from the budgeted contractual obligations. Once disbursed, the budgeted contractual obligations would need to be replenished as soon as possible in order to meet contractual obligations for the fiscal year.
  - c. The Chair will appoint an Ad-Hoc committee to research, review, and/or renegotiate all contracted expenses on an as-needed basis. This Ad-Hoc committee will make recommendations based on their findings to the MHASC. Addition or removal of a contractual obligation must be approved by the MHASC.
  
2. Quarterly Budgets
  - a. Each subcommittee chair will provide sufficient copies for GSR review of detailed proposed budget.
  - b. A quarterly budget cannot exceed the average income of the three previous full quarters minus funds necessary to cover our contractual obligations for the next 3 months.
  - c. Subcommittee budgets are to be determined at the quarterly budget planning meeting.
  - d. Quarterly budgets will be approved by the MHASC.
  - e. At the end of each quarter, all monies in excess of \$250, after expenses and budgeted contractual obligations, will be considered for disbursement down the service structure at 40% to World and 60% to Region.

Fiscal year for the MHASC begins July 1 and ends June 30.

Quarters are as follows:

Budget Planning Meeting Held

1 <sup>st</sup> Quarter	July through September	June
2 <sup>nd</sup> Quarter	October through December	September
3 <sup>rd</sup> Quarter	January through March	December
4 <sup>th</sup> Quarter	April through June	March

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