

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

## ARTICLE I

### **NAME**

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

## ARTICLE II

### **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 A Guide to Local Services.

## ARTICLE III

### **MEETINGS**

The regular meeting of the MHASC is held on the first Sunday of each month at 2:00pm. 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 is held on at 1:00pm, every December, March, June, and September on the same Sunday as the regularly scheduled MHASC meeting. 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 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, executive 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 IV

### **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. However, all GSR's are encouraged to adhere to the spiritual principles of honesty, open mindedness and willingness when evaluating his or her understanding of the issue being discussed.

If the GSR does not understand the issue, it is then their responsibility to cast an abstaining vote.

## ARTICLE V

### **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: Voting and Non-Voting.

#### Voting Members

A voting member shall be one (1) GSR per group, Chairs of Subcommittees and the Administrative Committee. The Chair of the MHASC will vote only in the case of a tie.

#### Non-Voting Members

A non-voting member would include GSRA's (if the GSR is present), members of a Subcommittee, or other attending persons.

Any NA member is welcome to attend the MHASC, introduce motions and participate in discussion and/or debate. A MHASC GSR must second a motion or the motion dies.

## ARTICLE VI

### **TRUSTED SERVANTS**

The Administrative Committee Trusted Servants of the MHASC are the Chairperson, Vice Chairperson, Secretary, Treasure and the two (2) Regional Committee Members (hereafter referred to as RCM's).

Trusted servants 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 Trusted Servants shall provide a written and a verbal report to the MHASC meeting in order to further Concept Eight; "Our service structure depends on the integrity and effectiveness of our communications."

Any Trusted Servant may be removed from their position for non-compliance including, but is 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, or excessive absenteeism, unless an alternate or any member of the Administrative Committee is notified prior to the next meeting.

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**

### 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 and Twelve Concepts of Service of NA, and presents a history of completed NA service positions.

It is the duty of the Chairperson to:

1. Arranges agenda, including opening treasurer's report opens, and presides over the monthly MHASC meeting.
2. Co-signs the MHASC bank account.
3. Holds a key to the PO Box.
4. Insures that procedures are consistent with the adopted guidelines of the MHASC.
5. Appoints Ad-Hoc Committee Chairpersons.
6. Submits a written report of monthly activities.
7. Recognizes members or observers who are entitled to the floor.
8. Votes in case of a tie within new business.
9. Reviews and approves the monthly balancing of the checking account provided by the MHASC Treasurer.
10. Attends quarterly budget planning meeting with Administrative Committee quarterly budget request.
11. Submits a quarterly budget of the Administrative Committee for approval by the MHASC.

Some qualities to consider when electing a Chairperson are: impartiality, leadership, communication skills, organization skills, and a calm spirit.

### 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 and Twelve Concepts of Service of NA, and presents a history of completed NA service positions.

It is the duty of the Vice-Chairperson to:

1. Serves as the Chairperson in the absence of the MHASC Chairperson.
2. Co-signs the MHASC bank account.
3. Coordinate the functions of the standing Subcommittees.
4. Submits a 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 Chairpersons 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.

### 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 and Twelve Concepts of Service of NA, and presents a history of completed NA service positions.

It is the duty of the Secretary to:

1. Keep 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 recipients of mail accordingly.
4. Performs the roll call at all MHASC meetings and announces the number of GSR's needed to constitute a quorum and if/when the quorum has been reached.
5. Ensures that the Area and all of its related Sub-Committees are registered with the World Service Office.
6. Have on hand at each meeting a list of MHASC members to include their name, position, phone number, address or e-mail.
7. Maintains the area archives.
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.

### 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 and Twelve Concepts of Service of NA, and presents a history of completed NA service positions.

It is the duty of the Treasurer to:

1. Be the custodian of the MHASC funds.
2. Co-Signs the MHASC bank account.
3. Keeps a record of all contributions and disbursements and submits a written report to the Secretary.
4. Accepts contributions from groups and disburses funds as directed by the MHASC.
5. Follows the guidelines set forth under Article X: Disbursements.
6. Balances the MHASC checking account monthly and submits for approval to the Chairperson.
7. Shall maintain treasury archives of all checking statements, canceled checks, deposits, registers and reports.
8. Deposits all donations within five (5) business days of receipt.
9. Attends quarterly budget planning meeting.

Some qualities to consider when electing a Treasurer are: accountability, trustworthiness, knowledge of how to balance/use a checking account and good organizational skills.

### 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 and Twelve Concepts of Service of NA, and presents a history of completed NA service positions.

It is the duty of the RCM to:

1. Attend all MHASC meetings, Colorado Regional Service Committee (CRSC) meetings and CRSC Assemblies.
2. 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 with their respective quarterly budget request.
6. Submits quarterly budget for approval to the MHASC.

Some qualities to consider when electing a RCM are: consistency, effective communication skills, decision-making skills and open mindedness.

## ARTICLE VII

### **SUBCOMMITTEES**

The Subcommittees of the MHASC are Activities, Colorado Regional Convention of Narcotics Anonymous (CRCNA) Liaison, GSR Training, Hospitals and Institutions (H & I), Literature, 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 and Twelve Concepts of Service of NA, 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 of all monthly activities at each MHASC meeting.
2. Announce and hold regularly scheduled Subcommittee meetings.
3. Attends quarterly budget planning meeting with their respective quarterly budget request.
4. Submits quarterly budgets for approval to the MHASC.
5. Elects or appoints other committee members as necessary.
6. Will channel all funds received to the Treasurer of the MHASC immediately following any event that has generated funds.
7. All 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. Will 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. 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 support the MHASC needs.

## Ad-Hoc

Ad-Hoc Subcommittees 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.

## CRCNA Liaison

The purpose of the CRCFNA Liaison of the MHASC is to provide information between the MHASC and the current CRCNA committee. The CRCNA Liaison carries the MHASC conscience and has a vote at the CRCNA meetings.

## Hospitals and Institutions

The purpose of the Hospitals and Institutions Subcommittee (H&I) is to carry the message of NA to facilities whose clients are unable to attend regularly scheduled NA recovery meetings in the Area served by the MHASC.

## Literature

The purpose of the Literature Subcommittee is to provide NA approved literature for purchase by the MHASC members and individual addicts 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. All literature orders must be paid for by check or money order in order to eliminate the need of a cash drawer.

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 Phoneline 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

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](http://www.nacolorado.org) 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 VIII

### **ELECTIONS**

Nominations for all elected positions except the CRCNA Liaison and one RCM will be accepted in May and elections for those positions will be held in June. The CRCNA Liaison nomination will occur in December with the election of that position in January. One RCM position becomes available per year in order to stagger the experience.

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.

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

An election to fill a vacancy in an elected position shall occur within two (2) meetings after the vacancy occurs. Information to fill the vacancy shall be provided to the GSR's for announcement at their groups.

## ARTICLE IX

### **MOTIONS AND VOTING PROCEDURES**

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

Motions are to be submitted in writing. Anyone can make a motion but a MHASC GSR must second it.

The Administrative Committee, Sub-Committees and the MHASC GSR's vote on New Business and Disbursements. GSR's only vote on Old Business and Elections.

There are two types of decision-making tools the MHASC will use: Consensus Based Decision Making and Roberts Rules of Order.

Consensus Based Decision Making shall be used for all general motions. Roberts Rules of Order will be used for Elections, Disbursements, Policy Changes and general motions that the body cannot come to consensus on.

Consensus Based Decision Making: The Chair will ask if there is anyone who is in disagreement with the motion presented. If less than 10% of the assembled voting members disagree, the motion will pass with consensus. If 10% to 25% of the assembled voting members disagree then the Chair will ask if the groups in disagreement would like to share their reason. The Chair will then ask the maker of the motion to clarify, reconsider or amend the motion in order for consensus to be achieved. The discussion time limit for each motion will be no more than ½ hour in length. The Chair will ask once more if there are any further disagreements. If 10% or more are still in disagreement the voting process will convert to Roberts Rules of Order. If 25% or more of the assembled voting members disagree upon the presentation of the motion, the motion dies.

Roberts Rules of Order: Refer to The Guide to Local Service. Motions for Policy Changes require a 2/3-majority vote of all GSR's present for passage. All other motions require a simple majority.

## ARTICLE X

### **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.
3. Petty cash 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 meeting according to the Guidelines.

All disbursements must be receipted.

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

In order to avoid 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 not to exceed petty cash amounts.

#### **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. The Emergency Reserve Fund must be adjusted according to contractual obligations for the next three months.
  - c. The Chair will appoint an Ad-Hoc committee to research, review, renegotiate and all contracted expenses on an as needed basis. This Ad-Hoc committee will make recommendations based on their findings to the MHASC.
2. Emergency Reserve Fund is defined as one quarter (1/4) of the annual contractual obligations. Emergency Reserve Fund cannot be used except to pay those contractual obligations when no other funds are available.
3. Quarterly Budgets
- a. The sum of all quarterly budgets cannot exceed the average income of the three previous full quarters minus funds necessary to cover our contractual obligations for the next 3 months.
  - b. Subcommittee budgets are to be determined at the quarterly budget planning meeting.
  - c. Quarterly planning meeting will not be closed to the fellowship.
  - d. All proposed budgets will be approved by the MHASC.
  - e. At the end of each quarter, all monies remaining after disbursements will be dispersed down the service structure at 40% to World and 60% to Region.
4. Petty Cash
- a. A fund will be established to meet limited non-budgeted expenses.
  - b. The petty cash amount will be determined at the quarterly budget planning meeting.
  - c. Expenses exceeding petty cash amounts can be submitted for approval and payment at the end of the quarter.

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

Quarters are as follows:

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

All budgets are due one quarter in advance for approval at the first MHASC meeting in each quarter with the exception of the First Quarter budgets, which will be due at the August meeting of the MHASC.

PROPOSED: September 7, 2003

REVISED: January 2, 2004, February 7, 2004, March 7, 2004, and June 5, 2005 April 2, 2006, and September 2007.

APPROVED: June 5, 2004 by consensus.