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❖ **Statement of Purpose**

- The Mid-East Area Service Committee of Narcotics Anonymous (MEASCNA) is a fully self-supporting service committee of Narcotic Anonymous (NA) groups, which is born and bound by the Twelve Traditions of Narcotics Anonymous, and which utilizes the Twelve Concepts of Service. It is the purpose of this committee to allow Home Groups to join together for their primary purpose of carrying the message of Narcotics Anonymous Recovery, solving their common problems, and offering support to groups and individuals in need.

❖ **MEASCNA Vision**

- All the efforts of Narcotics Anonymous Area Service are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed. Our vision is that one day:
 - Every addict in the world has the chance to experience our message in their language and culture and find the opportunity for a new way of life.
 - NA communities area-wide and NA services work together in a spirit of unity and cooperation to carry our message of recovery.
 - NA has universal recognition and respect as a viable program of recovery from the disease of addiction.
- As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust, and goodwill are the foundations of these ideals. In all our service efforts, we rely upon the guidance of a loving higher power.

❖ **MEASCN Mission**

- MEASCNA brings all elements of area service together to further the common welfare of Narcotics Anonymous. MEASCNA' s mission is to unify NA area-wide by providing an event at which:
 - Participants propose and gain fellowship consensus on initiatives, which further the NA service vision.
 - The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself in matters of NA as a whole.

- NA groups have a mechanism to guide and direct the activities of NA area service.
- Participants ensure that various elements of NA area service are ultimately responsible to the groups.
- Participants are inspired by the joy of selfless service and the knowledge that our efforts make a difference.

❖ **Area Guidelines / Explanations / Catch All**

- The regular meeting of MEASCNA will be the first Monday of each month, this meeting will be referred to as the Area Service Meeting, or ASC.
 - If the first Monday is a holiday (holidays observed on Monday), it will be held the following Monday.
 - At the first of each year this schedule will be discussed.
 - For inclement weather/unforeseen issues, it will be discussed and voted on by ASC Officers.
 - They will email Trusted Servants and GSR's and also post to the MEASCNA Digital Page by noon.
 - If canceled, it will be held the following Monday.
- Position Meeting - Every year after elections in June, ASC will hold a changeover meeting. All newly elected offices/subcommittees and leaving servants will attend. This will allow for the exchange of information and duties.
- Informational Binders and Report Forms will be provided for all necessary positions.
- An AD-HOC committee will be formed every 2 years to handle inventory and financial audits.
- Trusted servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the MEASCNA Chair before or at the time of resignation.
- ASC servants may be removed from office by a majority vote of GSR's present, for any of the following reasons
 - Relapse.
 - Excessive absence (TWO consecutive months) without notification or sending a report.
 - Neglect of duties.

- Disregard for Group/Area conscience.
- Any act of theft or violence in the ASC or towards committee members.
- Misuse of funds.
- Falsification of reports.
- Repeated Tradition and/or Concept violations.
- Any other actions considered harmful to the ASC/Members.
 - In cases of resignation or removal the Chairperson may appoint a person to fulfill these duties until an election can be held.
 - The removal from a position is not to be taken lightly and should be carefully considered before action is taken against any member. Let's not forget our 12th Tradition.
 - ◆ If the ASC removes a member, their participation with the ASC is immediately terminated.
 - ◆ Any member removed by the ASC may not hold an elected seat on the ASC, or its Subcommittee, for a period of one (1) year.

❖ Meeting Format

- MEASCNA meetings are open to the entire fellowship and input by individual members is encouraged. MEASCNA is fully self-supporting, declining outside contributions.
 - All funds come from groups, area activities, and literature and merchandise sales.
- Meetings shall be conducted using the following format:
 - Opening Prayer
 - 12 Traditions
 - 12 Concepts – Read & Discuss the concept of the month
 - Service Prayer
 - Acceptance of previous ASC minutes
 - Group Reports
 - Officer Reports (Chair, Secretary, *Regional Committee Member (RCM)*, *Treasurer*)
 - Subcommittee Reports (Hospitals and Institutions (H&I), Public Relations (PR), Supply (Literature and Merchandise), Activities, Outreach)
 - Old Business
 - New Business

- Open Forum
- Motion to Close

❖ **Membership**

- The members of MEASCNA will be any group in the MEASCNA geographical area.
 - ASC asks that all groups participate in the monthly ASC meeting.
 - If a group is unable to attend or does not have a GSR to represent the group we ask that a trusted servant contact an ASC Officer (via phone, email or text). This will allow ASC to keep an active up to date meeting schedule.
 - If a group has a lapse of attendance/contact with ASC for 3 months or longer, Outreach will attend that meeting to communicate and support.
 - If a group is suspected of being in repeated violation of NA Traditions and NA Concepts, Outreach will attend that meeting to communicate and support.
 - ◆ They will give a detailed report at the next ASC meeting. Then discussions will be held with the body of ASC and action may be taken.
 - ◆ Groups will be informed and have the opportunity to address any issues before action is taken.
- Groups will become active members by sending a Group Service Representative (GSR) and/or an Alternate GSR (GSR-A) to the ASC meetings.
 - The group will become active and receive voting privileges at the second (2nd) consecutive ASC meeting attended.
 - If a group, whether new or established, does not send a representative for two (2) consecutive meetings, the group will be considered inactive and will lose their voting privileges. When a group again sends a representative, it will be considered active at the second consecutive ASC meeting with full privileges restored.
- A GSR may only carry one (1) vote for one (1) group in the ASC geographical area.

❖ **Voting Procedures**

- The voting body of ASC will be made up of the active groups GSR's or GSR-A in the absence of the GSR.
 - Only GSR's or GSR Alternates may vote on motions affecting the groups.
- Motions may be made by any voting or non-voting member present at ASC but must be seconded by a GSR or the motion dies.
 - In ASC business meetings, only GSRs or their Alternates may vote.
 - Motion should be written for clarity.
- The following list of items/concerns are considered external and will be taken back to the groups for voting – policy updates, nominations for officer/subcommittee positions, deviations from the policy, regional items. All others are considered internal and may be voted on the participating GSR's.
- In the event of a split vote, the deciding vote will proceed in succession to the area officer who is not a GSR.
 - The list of successions is as follows: Area Chairperson, Area Vice-Chairperson, Area Secretary, Area Vice-Secretary, Area Treasurer, Area Vice-Treasurer, Regional Committee Member, Regional Committee Member-Alternate. In the event that no area officer is available to break the tie, the issue will be tabled.

❖ **Election Procedures**

- All Officers, Vice-Officers, Sub-Committee Chairs, and Vice- Sub-Committee Chairs will serve a one (1) year term starting in October (unless otherwise noted in this policy).
 - They may succeed themselves but should not serve in the same office for more than two (2) consecutive terms.
 - Current Vice Chair positions will succeed in the Chair position if willing.
 - The Area Officers, Vice-Officers, Sub-Committee Chairs, and Vice-Sub-Committee Chairs of MEASCNA shall be nominated by area members of NA, or if they express a willingness may nominate themselves.
- Nominations for ASC elections shall be made in May. This will allow GSR's to review nominations with their groups.

- Elections will be held in July.
 - There will be a bridging (July through October) of newly elected positions and those leaving current service positions. This will allow for the exchange of duties, responsibilities, and information for incoming servants.
- Upon nomination, candidates should fill out an area service nomination form and qualify for the position by declaring:
 - Their willingness and desire to serve and to further their knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
 - The clean time suggestions are met for the position he/she has been nominated to fill.
 - Their commitment to serve to the best of their ability for one full term.
 - It is suggested that they have prior ASC experience.
 - Non-voting MEASCNA members do not have a choice in the consensus proceeding.

❖ **Participants Duties and Responsibilities**

- **Officers** - consisting of a Chairperson, Vice-Chair, Secretary, Vice Secretary, Treasurer and Vice-Treasurer, Regional Committee Member (RCM), Regional Committee Member-Alternate (RCM-A).
- **Subcommittee Chairpersons and Vice-Chair** - consisting of Hospitals and Institutions (H&I), Public Relations (PR), Supply (Literature and Merchandise), Activities, Outreach, and any Ad-Hoc Committees formed by MEASCNA.
 - They have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
 - They are responsible to the groups of MEASCNA.
 - They are responsible for keeping abreast of the needs and resources of their area of service to the fellowship, community, and to the addict who still suffers.
 - **To provide a written report to the Secretary, due by the Friday before the monthly scheduled ASC meeting. An oral report to the ASC body at the monthly meeting.**

- All decisions made in subcommittees will be brought back to ASC for discussion and approval.

❖ **Participants – Officers**

➤ *Chair*

- The Chairperson follows the agenda for and conducts the monthly ASC meetings.
 - The Chairperson must be capable of conducting a business meeting with a firm yet understanding hand.
 - It is suggested that they have a minimum of five (5) years of continuous abstinence from all drugs.
 - The Chairperson is authorized to appoint vacant positions, if necessary, until an election can be held at the next area meeting.

➤ *Vice Chair (Policy Police)*

- In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.
- It is suggested that the Vice-Chairperson have four (4) years continuous abstinence from all drugs.
- The Vice Chair is responsible for the review of actions or motions during ASC meetings that would violate policy.

➤ *Secretary*

- The Secretary shall keep accurate records of all ASC meetings.
 - The Secretary shall be responsible for the distribution of minutes to each GSR, Area Officer, and Sub-Committee Chairperson (via email (by Saturday before the monthly ASC meeting)).
 - The Secretary will assign motion numbers and keep the motion document updated as needed (this will be a separate document).
 - It is suggested that the Secretary have a minimum of three (3) year continuous abstinence from all drugs.
 - The Secretary will also be responsible for updating the lines of communication and maintaining all MEASCNA business forms.

- At the beginning of the term, the Secretary will forward lines of communication to the RCM.
- *Vice Secretary*
- The Vice-Secretary will fulfill the Secretary's duties when the Secretary is absent and assist the Secretary as needed.
 - It is suggested that the Vice-Secretary have a minimum of two (2) years of continuous abstinence from all drugs.
 - The Vice Secretary will help with the review of actions or motions during ASC meetings that would violate policy.
- *Regional Committee Member (RCM)*
- The RCM shares experience and information of the area at RCM meetings. The RCM brings information and experience from other areas back to this area. Throughout the year the RCM serves as the contact point between Region/World Services and the NA Groups in this area. The report given to the region gives the World Services an idea of where their energy could best be concentrated. RCM reports to the area keep GSR's informed of Regional / World Service activities. The RCM may play a variety of roles on the Regional Service Committee. Regardless of these additional duties, if any, the RCM continues to serve on the Regional Committee.
 - The RCM will serve for two years. It is suggested that the RCM have a minimum of four (4) years continuous abstinence from all drugs, and when possible have served previously as RCM-Alternate.
 - **A written report will need to be submitted to ASC with clear guides of what needs to be taken back to the groups (by the Friday before the ASC meeting).**
- *Regional Committee Member Alternate (RCM-A)*
- The RCM-A works closely with the RCM. The RCM-A will fulfill the duties of the RCM as needed if the RCM is unavailable.
 - It is suggested that the RCM-Alternate have a minimum of two (2) years continuous abstinence from all drugs.

- ◆ An RCM will receive travel expenses to attend the regional service meetings. The RCM will present all receipts to the body at the first available ASC meeting.
- ◆ MEASCNA will no longer authorize any expenditure over allotted amounts.
- ◆ MEASCNA retains the authority to designate who may stay in the room provided by MEASCNA funds.
- ◆ Reimbursements are as follows – these shall be used for transportation, food, and reasonable hotel accommodation.
 - \$25.00 a day per diem for RCM and/or RCM-A.
 - \$.25 for milage for either RCM or RCM-A (ride together if both are attending).
 - Area (Treasure) will book hotel accommodation for RCM and/or RCM-A.
 - If over 100 miles accommodation will also be made for Friday (Region will reimburse).

➤ *Treasurer (Money handling position)*

- **The Treasurer shall make a report on contributions and expenditures at every regular ASC meeting (by the Friday before the ASC monthly meeting).**
- The Treasurer will maintain accurate records of the ASC s ongoing financial activity.
- The Treasurer will also be responsible for checking the ASC mailbox regularly.
- The position is held for 1 year (available for an additional year commitment at the end of 1st year).
- It is suggested that the Treasurer have a minimum of seven (7) years of continuous abstinence from all drugs.

➤ *Vice Treasurer (Money handling position)*

- The Vice-Treasurer will fulfill the duties of the Treasurer when the Treasurer is absent and assist the Treasurer as needed.
- The Vice Treasurer shall be one of the co-signers of the ASC account.

- It is suggested that the Vice-Treasurer have six (6) years continuous abstinence from all drugs.
- Treasury Account
 - ◆ Utilize PNC business account using MEASCNA ID with Chair and Vice Treasure on the account.
 - ◆ It is recommended that the MEASCNA Area Treasury maintain a balance of \$1,000.00 plus a prudent reserve to cover the amounts of the other sub-committee's allowances.
 - ◆ Each quarter, the Area will contribute to the Ohio Region, based upon the available total of funds received from Treasurer report (suggested 1.5%).
 - Based on the Treasurer's final report, the GSR's may vote to send additional funds to the region through the motion process.
 - ◆ All requests for money to the MEASCNA Treasury will be written on a Budget Expense Request Form (BERF).
 - All requests will then be discussed by the ASC, voted on by the GSR' s, and funds dispersed accordingly.
 - ◆ Standing Expenses do not require a BERF.
 - Standing expenses include ASC rent, PO Box fees, Secretary expenses, RCM travel, Treasurer expenses, Public Relations (PR) budget, Scheduling expenses, Outreach kits, and H&I expenses.
 - ◆ In the case of an emergency expense, at least three-fourths (3/4) of the area officers must be contacted and vote to approve or disapprove of the expenditure.
 - ◆ An inventory and financial audit will be performed every two (2) years in July.
 - ◆ Each month that the area account is over the prudent reserve, and the \$1,000.00 budget GSR's will vote to donate excess.

❖ Participants – Subcommittees

➤ *Public Relations*

- The PR committee will coordinate efforts to inform the public and the addict who still suffers of the NA Recovery Message.
- Will consist of the follow positions – Chair, Vice Chair, and up to three subcommittee members, and a Digital PR.
- Sub-committee members will be selected by the PR Chair and Vice (suggested members should represent the different counties in our Area).
- They can be reimbursed up to \$100.00 per quarter with proper documentation for the use or disbursement of literature/NA items.
- Event fees will be covered by ASC.
- **The Chair or Vice representative will provide a report to the ASC every month (by the Friday before the ASC monthly meeting).**
- The PR Committee will be responsible for facilitating and maintaining.
 - A NA mailing address list, or phone line if we have one.
 - Digital PR - media information and scheduling (maintaining and distributing the current MEASCNA schedule and website).
 - Distribute an areawide meeting list as needed.
 - Attend community events in the MEASCNA area to attract those interested in NA and provide NA resources.

➤ *Outreach*

- To reach out to all NA Groups within the MEASCNA Area and to act as a communication link between those Groups and the Area Service Committee (ASC). These efforts are intended to provide support and assist Groups to learn to help themselves.
 - Will consist of the follow positions – Chair, Vice Chair, and up to three subcommittee members.
 - The Outreach committee will coordinate efforts pertaining to supporting and communicating with our Area Groups.
 - Sub-committee members will be selected by the Outreach Chair and Vice (suggested members should represent the different counties in our Area).
 - **The Chair or Vice representative will provide a report to the ASC every month (by the Friday before the ASC monthly meeting).**

- ◆ An Outreach Kit will be provided to assist with their duties. This kit will include the following – key tags, IP's, white books (the Chair can decide which items will best serve our groups and request those items from Supply (not to exceed \$75.00 a quarter)).

➤ *H&I*

- To carry the message of NA to addicts in Hospitals and Institutions within the ASC Area.
- The H & I Chair will be responsible for coordinating all H & I efforts within MEASCNA.
- They will ensure that all H & I meetings are supported and recruit appropriate volunteers to help with these meetings.
- The chair may seek county/facility liaison to help with coordinating and fulfillment efforts.
- **The Chair or Vice representative will provide a report to the ASC every month (by the Friday before the ASC monthly meeting).**
- They can be reimbursed up to \$100.00 per quarter with proper documentation for the use or disbursement of literature.

➤ *Activities (Money handling position)*

- The purpose of the Activities Subcommittee is to plan and coordinate activities and fundraisers for the members. All activities will be geared toward having fun in recovery. Activities can provide a greater sense of community and unity for the local NA fellowship and produce additional area income. It should always be kept in mind that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.
- The subcommittee will consist of a Chair, Vice-Chair and three other members. Sub-committee members will be selected by Activities Chair and Vice (suggested members should represent the different counties in our Area).
- It is suggested that the Chair have three (3) years, and the Vice-Activities have two (2) years continuous abstinence from all drugs.
- The position is held for 1 year (available for an additional year commitment at the end of 1st year).

- If there are no members to hold the Chair / Vice Chair positions, then account / money / responsibilities fall back to ASC.
- There are 4 annual events to plan and hold. All other proposed functions will be planned and arranged at the Activities Subcommittee meeting before being introduced to the ASC. At that time, the groups can approve or disapprove of any proposed function and or suggest any amendments to the proposed plan.
- **The Activities Chair or Vice Chair will provide a financial report to ASC every month.**
 - **At the conclusion of each event, an event financial form will be submitted to the ASC along with receipts for funds utilized (by the Friday before the ASC monthly meeting).**
- The Subcommittee should keep in contact with other event-oriented subcommittees to coordinate dates and times of function so that conflicts are kept to a minimum. They should also keep an open line of communication between groups, subcommittees, other areas, and the region.
- Notify the Regional Vice Chair (holder of insurance policy) and the Regional Webmaster for inclusion of MEASCNA activities on the calendar and webpage. Only events registered on the regional page will be covered under the insurance policy. The policy can be found at naohio.org and should be posted in a non-conspicuous place at each activity location.
- Notify the MEASCNA Webmaster for inclusion of events on the Area webpage.
- Volunteers for service positions at events that handle money will be required to have at least 1 year of clean time. (can be changed by subcommittee).
- Provide hotel accommodations – for speaker of events during November, December, January, or February; for speakers traveling 150 miles or more; max allowance is \$125.00.
- Activities Account
 - ◆ Utilize PNC business account using MEASCNA ID with Chair and Vice Activities on the account.

- ◆ Both Chair and Vice Chair will need to be present to withdraw money.
- ◆ The account may not exceed \$2,000.00.
- ◆ All profits made from events will be donated to the area once the amount of \$2,000.00 has been reached, within five (5) business days of the event.
- ◆ The subcommittee will purchase Raffle/Door/Clean Time Books and merchandise.
- ◆ An inventory and financial audit will be performed every two (2) years in July.

➤ *Supply Subcommittee – Literature and Merchandise (Money handling position)*

- The Supply Sub-Committee maintains a stock of NA Literature and Merchandise that can be purchased by local groups at the monthly ASC meeting. * Preorders are encouraged, please submit by the Friday before the monthly ASC meeting (via phone, email or text).
 - The subcommittee will organize the processing of group orders, track inventory, and reorder depleted items.
 - The Sub-Committee shall in no way sell NA merchandise for personal gain or sell merchandise that is not invoiced by the MEASCNA Area. If the Merchandise Chair/Sub-Committee receives any extras or sample products, they will be considered the property of MEASCNA and added to the inventory.
- The subcommittee may sell literature to groups or addicts outside of our Area, as well as institutions in or outside of our Area. We will use a POS system (Square).
 - Homegroups of MEASCNA will receive a 10% discount for all purchases, other groups/areas or individuals will pay full price.
- The subcommittee will consist of a Chair, Vice Chair and up to three subcommittee members.
- It is suggested that the Supply Chair has seven (7) years, and the Vice-Chair has six (6) years.

- The position is held for 1 year (available for an additional year commitment at the end of 1st year).
- If there are no members to hold the Chair / Vice Chair positions, then account / money / responsibilities fall back to ASC.
- **The Supply Chair or Vice Chair will provide a financial report to ASC every month (by the Friday before the ASC monthly meeting).**
- An inventory and financial audit will be performed every two (2) years in July.
- Supply Account
 - ◆ Utilize PNC business account using MEASCNA ID with Chair and Vice on the account.
 - ◆ Both Chair and Vice Chair will need to be present to withdraw money.
 - ◆ The account may not exceed \$4,000.00.
 - ◆ All profits made from sales will be donated to the area once the amount of \$4,000.00 has been reached, within five (5) business days of the event.

❖ **Ad Hoc**

- Ad Hoc Committees are temporary committees that are organized to perform specific tasks, as directed by the ASC, and will be dissolved upon completion of their assigned task. The ASC Chair shall appoint an Ad Hoc Chair, but Ad Hoc Committees have no elected officers and have no vote at the ASC. The Chairpersons of Ad Hoc Committees may submit recommendations, specific to their assignment, to the ASC in the form of motions, the motions will go back to groups for a conscious vote.

❖ **Theft and Mishandling Policy**

- To prevent the theft of Area funds we refer to the safeguards in World Services Board of Trustees Bulletin #30, and in the event of theft we refer to the following paragraphs:
- Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal

with a theft by encouraging the members who have stolen funds to make amends, which can then provide healing for all involved.

- The ASC shall hold individuals responsible for ASC NA funds and merchandise entrusted in their care. Any misuse of ASC funds by trusted servants will not be tolerated.
- Should any ASC member be found to have lost, misused, or stolen ASC funds or merchandise, the ASC must fully disclose the alleged loss, misuse, or theft with the individuals involved. Any members accused may exercise their 10th Concept right to redress.
- If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved.
- The individuals responsible are expected to make full restitution. Should a member fail to make full restitution, they will be subject to criminal and/or civil prosecution.