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

**POLICY GUIDELINES**

**June 2017**

**(No Policy changes from May 2016-May 2017)**

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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**

1. Motions must be submitted on motion forms
2. Any subcommittee and any participant other than the acting Chairperson may make a motion.

1. All motions not made by a subcommittee must be seconded by a voting member of the A.S.C
2. All motions may be submitted up until the end of old business.
3. 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.

1. All committees and motion makers will date documents in the

 appropriate space provided.

1. No money motions will be voted on prior to the presentation of the

Treasurer’s report.

**Section 4. General rules of meeting procedure**

1. 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.

1. 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.

1. In the event of a tie, the Committee Vice-chairperson

shall cast the tie-breaking vote.

**Section 5. Voting procedure**

1. 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.
2. 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**

1. 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**

1. 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.

Note: For the period of one year April 2016 – April 2017 the CMASC has created at temporary liaison position to work with the GWANA.

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.

**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.

1. record all transactions and make them available to the

treasurer

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 tem (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.

1. 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

 executive 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 executive 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 then 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 sub-committee chairperson, the Narcathon sub-committee chairperson and the Labor Day Cookout 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 and the Labor Day

 Cookout chairperson election will be held in November.

**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.

1. 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.

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**

**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:**

1. Each sub-committee shall submit a forecasted annual budget in July to cover one fiscal year (the months of July to July).
2. The executive 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 4. 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 help line. 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, coPRes and information packets.

N) Provide $35.00 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 5. 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 VII**

**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 Executive.

C) When a sub-committees 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 fund-raising 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-keePRng, 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 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-keePRng, 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 in 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 executive 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. Executive sub-committee**

A) The Committee shall establish an Executive 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 Executive 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 Executive sub-committee

 meetings.

D) The A.S.C. Chairperson shall act as Vice-chairperson at all Executive

 sub-committee meetings.

E) Duties - the Executive 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 Executive sub-committee chairperson is responsible for all sub-committee financial tasks including but not limited to record-keePRng, 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-keePRng, 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.

2) Be the Central Mass Area’s link to the Regional NA Phone line.

**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 coPRes 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 fund-raising 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. Labor Day Cookout Subcommittee**

1. The committee shall established a standing Labor Day Cookout subcommittee.

**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 an 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

 GSR’s 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 Executive 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 Executive 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 – MAY 2017**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Voted In** | **Change** | **Policy Location** | **Date Updated** | **Updates made by** | **Notes** |
| 05-2017 | NONE |  |  |  |  |
| 04-2017 | NONE |  |  |  |  |
| 03-2017 | NONE |  |  |  |  |
| 02-2017 | NONE |  |  |  |  |
| 01-2017 | NONE |  |  |  |  |
| 12-2016 | NONE |  |  |  |  |
| 11-2016 | NONE |  |  |  |  |
| 10-2016 | NONE |  |  |  |  |
| 09-2016 | NONE |  |  |  |  |
| 08-2016 | NONE |  |  |  |  |
| 07-2016 | NONE |  |  |  |  |
| 06-2016 | NONE |  |  |  |  |
| 05-2016 | Clarification was requested | Article V, Section 5, number 2 |  |  |  |
| 04-2016 | NONE |  |  |  |  |
| 03-2016 | NONE |  |  |  |  |
| 02-2016 | None |  |  |  |  |
| 01-2016 | None |  |  |  |  |
| 12-2015 | None |  |  |  |  |
| 11-2015 | Minutes represent going back to Robert’s rules of order |  |  |  |  |
| 10-2015 | None |  |  |  |  |
| 09-2015 | None |  |  |  |  |
| 08-2015 | None |  |  |  |  |
| 07-2015 | None |  |  |  |  |
| 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. |
| 04-2015 | None |  |  |  |  |
| 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 |  |
| 02-2015 | No Meeting |  |  |  |  |
| 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 |  |
| 11- 2014 | None |  |  |  |  |
| 10- 2014 | None |  |  |  |  |
| 09-2014 | None |  |  |  |  |
| 08-2014 | Change H&I allotted money from 150 – 200 | Article VI Second 4.L | **04/11/2015** | Paula B & Ashleyrose |  |
| 07-2014 |  |  |  |  |  |
| 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 |
| 05- 2014 | None |  |  |  |  |
| 05-2014 | None |  |  |  |  |
| 04-2014 | None |  |  |  |  |
| 03-2014 | None |  |  |  |  |
| 02-2014 | None |  |  |  |  |
| 01-2014 | None |  |  |  |  |
| 12-2013 | None |  |  |  |  |
| 11-2013 | Separate the Website our of Public Relations | Article 7 Section 1, B | 10/4/14 | Paula B. |  |
| 10-2013 | None |  |  |  |  |
| 09-2013 | None |  |  |  |  |
| 08-2013 | None |  |  |  |  |
| 07-2013 | Need to find minutes |  |  |  |  |
| 06-2013 | NA |  |  |  |  |
| 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 as it reads now: B. The Narcathon subcommittee shall establish a $500 seed money fund. | Eliminate Article IV Section Subsection B part 1a ‘loss of abstinence Add Article IV Section 4 Subsection B part 4Article 7 Section 11 part B | 10/4/14 | Paula B. |  |
| 04-2013 | None |  |  |  |  |
| 03-2013 | None |  |  |  |  |
| 02-2013 | Combine Website Subcommittee into Public Relations | Article 7 Section 1, B | 10/4/14 | Paula B. | Voted in in Feb 2013 |
| 01-2013 |  |  |  |  |  |
| 12-2012 | Change Public Information to Public Relations | Everywhere it is mentioned | 10/3/14 | Paula B. | Did a find and replace |
| 11-2012 | None |  |  |  |  |
| 10-2012 | None |  |  |  |  |
| 09-2012 | None |  |  |  |  |
| 08-2012 | None |  |  |  |  |
| 07-2012 | 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.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. | 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 |
| 06-2012 | None |  |  |  |  |
| 05-2012 | None |  |  |  |  |
| 04-2012 | None |  |  |  |  |
| 03-2012 | 1. Motion to change Prudent Reserve calculation from 3 months of expenses to 2months of expenses.
2. Each subcommittee will submit a Forecasted Annual Budget in July for the months of July to July.
3. Require the CMA Executive 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 |
| 02-2012 | None |  |  |  |  |
| 01-2012 | None |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |