



**Guidelines and Policy Manual
of the
Mid-America Regional
Service Committee
of
Narcotics Anonymous**

(Revised through November, 2004)

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**ARTICLE I
PASSED 11/15/92**

The name of this assembly shall be the Mid-America Regional Service Committee of Narcotics Anonymous, hereafter referred to as "M.A.R.S.C.N.A."

**ARTICLE II
PASSED 11/15/92
REVISED**

The primary purpose of M.A.R.S.C.N.A. is to carry the message of recovery to addicts who still suffer and to further the unity of the fellowship within our Region and other Regions by maintaining communication between the Areas represented and Narcotics Anonymous as a whole, in accordance with our Twelve Traditions.

**ARTICLE III
MEMBERSHIP
PASSED 11/15/92**

- A. Any member of NA may attend and participate in discussion at the discretion of the Chair.
- B. Motions can be made and seconded by RSC officers, subcommittee chairs and voting participants.
- C. Voting participants are the RCMs of the Areas of M.A.R.S.C.N.A. or their alternates.

**ARTICLE IV
SUBCOMMITTEES
PASSED 11/15/92
REVISED**

- A. The RSC may establish subcommittees from time to time to carry on the work of the Committee. These subcommittees shall perform the duties prescribed by these guidelines, A Guide to Local Services in Narcotics Anonymous and its successors; the parliamentary authority adopted by the Committee and the appropriate subcommittee handbooks.
- B. Standing subcommittees shall be formed upon approval by the voting participants. The standing subcommittees shall include, but not be limited to, Hospitals & Institutions, Public Information, Literature, Activities, Convention, Campout and Steering.
- C. Ad hoc committees may be appointed by the Chairperson or they may be formed by motion upon approval by the voting participants.
- D. Ad hoc committees shall be appointed by the RSC Chairperson unless otherwise specified in the motion to form that subcommittee.

**ARTICLE V
MEETINGS
PASSED 11/15/92**

- A. M.A.R.S.C.N.A. shall meet quarterly on the third Sunday of February, May, August and November unless otherwise designated by the RSC. RSC subcommittees will meet the previous Saturday.

- B. RCMs and/or Alternate RCMs shall meet prior to the general assembly for a closed discussion of agenda and/or pertinent RSC business. This meeting will be chaired by the RSC Chair and/or Vice RSC Chair.
- C. Subcommittee Chairs will meet prior to the general assembly for a closed discussion of agenda and/or pertinent RSC business. This meeting will be chaired by the RSC Chair and/or Vice RSC Chair.
- D. The location of the meetings shall be in McPherson, KS unless otherwise decided by the RSC.
- E. The Mid America Regional Service Committee shall start at 8:00am (motions and request for funds) and end at 5:30pm or at the discretion of the Regional Chair.
- F. The quorum shall be two-thirds of the voting Areas in M.A.R.S.C.N.A..
- G. All motions made at the RSC or motions sent back to the Groups include a financial impact statement and intent. (added Aug 04)

**ARTICLE VI
OFFICERS
PASSED 11/15/92**

- A. Purpose and Duties – The purpose and duties of the administrative officers of M.A.R.S.C.N.A., (the Chair, Vice-Chair, Secretary, Treasurer, Regional Delegate and Alternate Regional Delegate), shall be as stated in A Guide to Local Services in Narcotics Anonymous or its successors.
- B. All subcommittee chairs are elected in the subcommittee and approved by the RSC.
- C. Requirements for officer positions shall be as stated in M.A.R.S.C.N.A. election procedure in Article IX and in A Guide to Local Services in Narcotics Anonymous or its successors.
- D. M.A.R.S.C.N.A. officers shall receive \$25.00/day for meals while on M.A.R.S.C.N.A. approved trips. This will be in place of returned receipts. (8/97)

**ARTICLE VII
SPIRITUAL GUIDANCE
PASSED 11/15/92**

- A. M.A.R.S.C.N.A. shall not make any motion or take any action that conflicts with the Twelve Traditions or the Twelve Concepts of Narcotics Anonymous.
- B. M.A.R.S.C.N.A. shall be guided in all its actions with the following documents in succession:
 1. The Twelve Traditions of Narcotics Anonymous.
 2. The Twelve Concepts of Narcotics Anonymous.
 3. The current edition of these Guidelines.
 4. Any special rules of order M.A.R.S.C.N.A. may adopt.
 5. A Guide to Local Services in Narcotics Anonymous or its successors.
 6. The current publications of all conference approved Narcotics Anonymous handbooks.
 7. Past M.A.R.S.C.N.A. motions.
 8. The current edition of Robert's Rules of Order, Newly Revised.
- C. All business conducted at RSC take effect at the close of that RSC. (8/97)

ARTICLE VIII
SUBCOMMITTEE GUIDELINES
PASSED 5/15/94
6-0-1

NOTE: Each subcommittee was asked to submit the subcommittee guidelines and these guidelines were not drafted by the workshop that prepared the M.A.R.S.C.N.A. Guidelines.

- A. Subcommittee meetings be split, 1 upstairs and 1 downstairs, on a rotation basis which will be announced on the flyers presented by activities (2/95)
 - B. That any subcommittee without a chair or co-chair present at the RSC subcommittee meetings make it the RSC officers responsibility to chair that committee. The line of order shall be:
 - A: RSC-Chair
 - B: Alt-RSR
 - C: RSR
 - D: Secretary
 - E: Treasurer
- (2/95)
- C. A copy of all subcommittee minutes sent to each Area.

ACTIVITIES

- A. Duties:
 - 1. Host quarterly RSC meetings (Feb., May, Aug., and Nov.)
 - 2. Host Unity Day event held Labor Day weekend.
 - 3. Host "Soul to Soul Spiritual Retreat" commonly held in late fall.
 - 4. Inform RSC of activities occurring throughout the Region.
 - 5. Work with other subcommittees as needed or as requested by RSC Chair.
- B. Requirements for Chairperson:
 - 1. Two years clean time.
 - 2. Active knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
 - 3. Experience with activities at the Regional level.
- C. Vice-Chairperson: 1. Same qualifications as Chairperson, except one year clean time.

CAMPOUT

- A. Purpose:

To formulate a campout to provide fun and fellowship during recovery and to promote unity in our Region.
- B. Requirements for Chairperson:
 - 1. Two years clean time.
 - 2. Working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
 - 3. Prior involvement with other Group, Area or Regional campouts and/or activities.
- C. Vice-Chairperson: Same qualifications as Chairperson, except one year clean time.
- D. Treasurer: Same qualifications as Chairperson and Vice-Chairperson, except three years clean time.

HOSPITALS AND INSTITUTIONS

A. Purpose:

To serve the needs of all the Areas within the Region by conducting activities that promote the growth and strength of all H&I efforts and needs within the Region and the fellowship. The Subcommittee also serves as a link between the Areas and the NAWS.

B. The M.A.R.S.C.N.A. H&I Committee is a resource for Areas in their H&I efforts by providing supplies, literature, information and other materials necessary to better carry the message when all other resources are exhausted.

C. Requirements for Chairperson:

1. Three years clean time.
2. Working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. Prior involvement with H&I.

D. Vice-Chairperson: Same qualifications as Chairperson, except two years clean time.

E. Secretary: Same qualifications as Chairperson and Vice-chairperson except one year clean time.

F. Description of duties and responsibilities of the Subcommittee and its officers: Refer to H&I Handbook.

PUBLIC INFORMATION

A. Purpose:

To coordinate Area PI efforts and provide information about NA to the public. Must provide all information and material developed at the World level to the Areas.

B. Duties:

1. Maintain contact with PI Subcommittee Chair in each Area/Region who handles PI contingency plan, if asked.
2. Coordinate inter-Area/Regional PI workshops.
3. Distribute new meeting lists every three months to Areas.
4. Produce wallet size cards containing but not limited to Area help line numbers, Area contact numbers, NAWS number and e-mail address, and Regional e-mail. This will supplement the Regional meeting list. (11/99)
5. Lead PI Subcommittee meeting.
6. Co-chair to lead RSC Subcommittee in absence of Chairperson

C. Requirements for Chairperson:

1. Two years clean time.*
2. A working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
3. Suggested experience of one year in PI work.
4. A willingness to serve.

D. Requirements for Vice-Chair:

1. One year clean time. *
2. A working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
3. Six months involvement in PI.
4. Assist PI Chairperson to carry out duties.
5. A willingness to serve.

NOTE: See NA Guide to Public Information for additional information.

* All clean time is suggested and may be waived.

LITERATURE

A. Purpose:

To carry the message of recovery in the written form to still suffering addicts.

B. Duties:

1. Seek input from members, Groups and Areas and compile, edit and review the material.
2. Coordinate reviews of “review form” literature, and distribute “approval form” literature.
3. Produce a Regional newsletter.
4. This Subcommittee consists of Chairperson, Vice-Chairperson, Secretary and any interested members.
5. The Mid America Newsletter – AKA – M.A.N. – be published quarterly. (*Passed Aug 04*)

The duties for each position are as stated in the current guidelines for Literature Committees.

C. Requirements for Chairperson:

1. Two years clean time.
2. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. Suggested experience of one year in literature work.
4. A willingness to serve.

D. Vice-Chair:

1. One year clean time.
2. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. Six months involvement in literature.
4. Assist Chairperson in duties.
5. A willingness to serve.

E. Newsletter Editor

1. Three years clean time.
2. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. The ability, means and dedication to fulfill the responsibilities of Newsletter Editor.
4. Must meet Subcommittee Chairs’ attendance policy.
5. Two year term.

F. Co-editor:

1. Two years clean time.
2. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. The ability, means and dedication to fulfill the responsibilities of Co-editor.
4. Must meet Subcommittee Chairs’ attendance policy.

CONVENTION

A. Purpose:

To bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members. Also, they should always conform to the NA principles and reflect our primary purpose.

B. Duties:

Plan and execute the convention.

C. Requirements for the Chairperson:

1. Five years clean time.
2. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. Three years of Convention Subcommittee work.
4. A willingness to serve.

D. Vice-chair:

1. Four years clean time.
2. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. Two years of Convention Subcommittee work.
4. A willingness to serve.

E. Secretary:

1. Two years clean time.
2. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. One year of Convention Subcommittee work.
4. A willingness to serve.

F. Treasurer:

1. Five years clean time.
2. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. Three years of Convention Subcommittee work.
4. A willingness to serve.

G. General Member:

1. Two years clean time.
2. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. A willingness to serve.
4. Attendance at two consecutive convention subcommittee meetings. *(Passed May 04)*

STEERING

A. Purpose:

1. Secure bids for upcoming conventions. Make site recommendations at the November RSC. Bids will be secured by November of 1998 for convention in April of 2000/November of 1999 convention bid for April of 2001, etc.
2. Rotate the M.A.R.C.N.A.'s around the Region. *(Passed 8/19/01)*
3. Work on projects that M.A.R.S.C.N.A. forwards to this Subcommittee, i.e.: Taxes, insurance, incorporation and other projects that would require excessive time and research.
4. Write and submit policy additions and/or changes to be sent out to Mid-America Regional fellowship for approval.
5. Provide information on past experience and recommendations for new procedures.
6. The motion log will be compiled once a year as supplemental pages and Table of Contents at the February RSC. The supplemental pages and Table of Contents will be distributed to all RCM's, subcommittees and Regional officers at the May RSC for placement into the current M.A.R.S.C.N.A. Policy/Guidelines Manual.

7. Every four years the Steering Committee will completely revise the M.A.R.S.C.N.A. Policy Guidelines Manual. The “supplemental motion log” will remain a part of the M.A.R.S.C.N.A. Policy/Guidelines Manual as an appendix. (2/02) (changed from “every two years” to “every four years” 2/03)

B. Duties:

1. Meet at RSCs quarterly and at one interim meeting between the RSCs to develop and organize projects. The Subcommittee is accountable to M.A.R.S.C.N.A., and only suggests or proposes actions to be taken. M.A.R.S.C.N.A. has the right to discontinue any projects it feels are not of importance and to prioritize any projects that may be on the agenda. All business of this Subcommittee must be documented and submitted at each RSC.

C. Requirements:

1. Five years clean time.
2. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. Willingness to give time and resources necessary.
4. Ability to exercise patience and tolerance.
5. Active participant in Narcotics Anonymous within the Mid-America Region.
6. Three years participation in Mid-America Regional service, (some convention experience preferred).
7. At least a two year commitment with no more than four years in succession.

ADDITIONAL REQUIREMENTS FOR CHAIR, VICE-CHAIR AND SECRETARY:

8. Ability to guide and direct Subcommittee on tasks to be performed.

NOTE: Due to the nature of this Subcommittee, it is strongly suggested that the Fourth Concept be observed, and very little wavering be made on the election of these members.

D. Elections:

Election of officers and members will occur each year in May. All members will be voted on by RCMs at the Regional Service Committee meeting, with the Steering Subcommittee only submitting nominations. At least three members of the Subcommittee should remain for the next year to allow knowledge and procedure of the Subcommittee to continue with minimum interruption. M.A.R.S.C.N.A. has the right to remove member(s) of this Subcommittee if it feels the member(s) is not fulfilling the duties of the Subcommittee.

E. Voting:

The Steering Subcommittee consists of Chair, Vice-Chair, Secretary, and four general members. With the exception of Chair, all have voting privileges. The Chair will only vote in the event of a tie.

F. Open Forum

Some policy work may require the presence of the fellowship. In that event, the Subcommittee may schedule an open forum to receive input. All Steering Subcommittee members are required to attend these workshops, but they are informal with a general conscience rather than a vote being sought.

G. Closed Session

Any member of Narcotics Anonymous may attend Steering Subcommittee meetings and give input. However, there may be times when the discussion at hand may contain matters that require protection of anonymity. In that event, the Steering Subcommittee has the option of moving into a closed session where only elected members of the Steering Subcommittee, or other members directly invited by the Subcommittee, can attend.

P.O. BOX CHAIR

A. Purpose:

To check on mail and to forward mail as needed to keep the fellowship informed.

B. Duties:

1. Willingness to check the P.O. box twice a month or more if needed.
2. To mail out flyers and other NA mail as needed, and to take remaining flyers to RSC.
3. To make copies of flyers if needed.
4. Put packages together for RCMs, Secretary and RSC Chairs as needed.
5. Mail out flyers if the event will be over before the next RSC Conference Agenda Report goes to the RSC Chair.

C. Requirements of Chairperson:

1. Three years clean time.
2. Working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. Two years involvement with the RSC.
4. Willingness to give the time and resources necessary for the job.
5. One year term.
6. Must have the ways and means to get to the P.O. box.

D. Vice-Chairperson:

1. Two years clean time.
2. Working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. One year involvement with the RSC.
4. Willingness to give the time and resources necessary for the job.
5. One year term, possible two year commitment.

OUTREACH

A. Purpose:

The subcommittee helps keep new and/or isolated Groups and addicts in touch with the mainstream of the Narcotics Anonymous Fellowship.

B. Duties:

1. Develop and coordinate outreach projects to support Area outreach efforts.
2. Assist other RSC subcommittees in projects when requested.
3. It is not the outreach subcommittees responsibility to start Groups or run existing Groups.

C. Chair Requirements:

1. A suggested minimum of 2 years clean time.
2. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. A suggested experience of 1 year outreach involvement.
4. A willingness and desire to serve.
5. Time and resources to fulfill the commitment.

D. Co-Chair Requirements:

1. A suggested minimum of 1 years clean time.
2. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. A willingness and desire to serve.
4. Time and resources to fulfill the commitment.

N.A.W.S. CONTACT PERSON

- A. **Intent:** To insure better communication and accountability pertaining to our Group and Area meetings.
- B. Requirements: (this came from World in May 04)
 - 1. The main requirement to fulfill for the duties is that the person would need to be computer savvy, as there is mostly data entry involved. Once your committee has identified someone for this position you can have him or her contact us at webupdates@na.org. From there we will get them acclimated to the process of updating your region's information in our database."

ARTICLE IX ELECTION OF OFFICERS PASSED 5/15/94

- 1. Vacant positions at the Regional level be taken back to Groups at least one RSC cycle prior to voting. (5/2000)
- A. Regional Delegate
 - 1. Minimum four years clean time.
 - 2. Working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
 - 3. Minimum two years of Regional participation.
 - 4. Willingness to serve.
 - 5. Willingness to give time and resources necessary to the job.
 - 6. A two year length of term, having to be reelected at the end of the first year. (11/99)
- B. Alternate Regional Delegate
 - 1. Minimum three years clean time.
 - 2. Working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
 - 3. Minimum two years of Regional participation.
 - 4. Willingness to serve.
 - 5. Willingness to give time and resources necessary to do the job.
 - 6. A two year length of term, having to be reelected at the end of the first year. (11/99)
- C. RSC Chair
 - 1. Minimum four years clean time.
 - 2. Working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
 - 3. Minimum of two years of Regional participation.
 - 4. Willingness to serve.
 - 5. Willingness to give time and resources necessary to do the job.
 - 6. A two year length of term, having to be reelected at the end of the first year. (11/99)
- D. Vice-Chair
 - 1. Minimum three years clean time.
 - 2. Working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
 - 3. Minimum two years of Regional participation.
 - 4. Willingness to serve.
 - 5. Willingness to give time and resources necessary to do the job.
 - 6. A two year length of term, having to be reelected at the end of the first year. (11/99)

E. Secretary

1. Minimum two years clean time.
2. Working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. Participation in two RSCs.
4. Willingness to serve and secretarial skills.
5. Willingness to give time and resources necessary for the job.
6. Maintain a log of motions that the M.A.R.S.C.N.A. passes regarding the administrative function of its committees and officers. This listed should be chronologically and distributed quarterly with the M.A.R.S.C.N.A. minutes. A yearly updated log should be inserted into the Guidelines of the M.A.R.S.C.N.A. (2/99)
7. A two year length of term, having to be reelected at the end of the first year. (11/99)
8. The taping of the RSC's is for the secretaries use only. All tapes will be destroyed or reused as soon as the RSC minutes are approved. (2/95)

F. Treasurer

1. Minimum three years clean time.
2. Working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. Minimum of one year involvement at Regional level.
4. Willingness to serve.
5. Willingness to give the time and resources necessary for the job.
6. Past experience with accounting, bookkeeping and/or treasuries.
7. A two year length of term, having to be reelected at the end of the first year. (11/99)

G. Co-Treasurer (2/03)

1. Same as treasurer (8/03)

POLICY
ARTICLE X
REMOVAL OF OFFICERS
PASSED 5/14/94

A. VOLUNTARY:

Given in writing to the RSC Chairperson prior to the next RSC meeting.

B. INVOLUNTARY:

1. Two consecutive meetings missed.
2. Relapse during term of office.
3. RSC retains the option to remove an officer of the RSC in the case of gross negligence or fraud by 2/3 vote of the RSC.

**ARTICLE XI
FUNDS
PASSED 5/15/94**

- A. All funds collected from Area contributions or any other source are given to the Regional Treasurer who shall deposit them in a checking account maintained for that purpose. The checking account shall have co-signers on it and require more than one signature.
- B. All expenses shall be paid by check.
- C. All expenditures must be approved in advance by the RSC.
- D. All expenditures must be approved by simple majority vote at RSC business meetings.
- E. Yearly all funds above prudent reserve not budgeted are forwarded to NAWS. (changed from quarterly 8/04)
- F. M.A.R.S.C.N.A. shall make funds available to assist the Regional Delegate and the Alternate Regional Delegate with designated expenses incurred due to attendance at the World Service Conference each year.
- G. Policy for the collection of funds owed the Region.
1. The Region shall set up an informal meeting between the debtor/debtors owing monies or property to the Region and a representatives of the Region. The purpose of this meeting will be to remind the debtor/debtors that he/she/they still owes monies and or property and to try to resolve the issue amiably at that time: i.e. receive payment.
 2. If payment or property cannot be collected at this time, the representatives of the Region and the debtor/debtors responsible for the debt will write a promissory note that will indicate the time and amount for payments to the Region to eliminate the debt in a timely fashion. This note shall be one that is fair and equitable to both parties and should include interest to be figured at the going prime rate.
 3. If payment does not proceed as agreed by the debtor/debtors and the Region, the Region shall send to the debtor/debtors a copy of the bill, the promissory note and a request for immediate remittance by the debtor. This shall be done by certified mail.
 4. Having done all of the above, if the Region is still not receiving its monies and or properties, it shall file in a legal court for collection said monies.
 5. The Region does reserve the right to review each case individually to determine and act upon any extenuating circumstances the debtor/debtors may have brought before the Region, either in writing or verbally. (11/18/01)
- H. Budgeting:
- Rent, insurance, storage unit, and PO Box be priorities that are paid for first from available funds. All other requests for funds are to be submitted prior to the commencement of the RSC meeting on Sunday. Distribution of funds remaining after rent, insurance, storage unit, and PO Box are paid, and prudent reserve set aside, shall be decided by the RCMs before the closing of that day's business. Campout, Convention and Soul to Soul will become freestanding committees after a onetime start-up donation is made to said committees, pursuant to Page 96 of A Guide to Local Services, 2002 Version, which states "...once the region establishes an initial 'seed fund' for its convention subcommittee, regional committee money and convention subcommittee money be held and accounted for separately. Regional conventions are then made self-supporting from their own income, charging only enough in registration fees to cover the costs of putting on the convention. Because the efforts that result in the generation of convention

profits are contributed by NA members in the spirit of our Seventh Tradition, it is not inappropriate to deposit minimal excess proceeds in RSC operating funds.”

2.) All subcommittees and RSC officers shall submit to the RSC a written expenditure report at each RSC. (5/2000)

I. Prudent reserve shall be set by the RSC as deems necessary at the May RSC for the following year. (5/19/02)

J. Regional subcommittees submit their previous years actual expenses to be added to their budget proposal.

ARTICLE XII
SEATING OF AN AREA
PASSED 5/18/97

A. Purpose:

1. To provide the services necessary to carry the NA message of recovery so that the still suffering addict may find recovery through the fellowship of NA in the Mid-America Region.
2. To serve as a link between Groups and the M.A.R.S.C.N.A..

B. Requirements:

1. To be recognized (seated) as an Area by M.A.R.S.C.N.A., an Area must be a service body of independent Groups, separately represented¹ within a designated boundary, which meets regularly for the purpose of serving its members and Groups. A newly seated Area can vote immediately on all issues with the exception of any old business. (2/01)

ARTICLE XIII
SUSPENSION OF AN AREA
PASSED 5/18/97

A. Purpose:

1. An RCM cannot be removed by the M.A.R.S.C.N.A.. However, if there are problems the M.A.R.S.C.N.A. may suspend an Area’s voting privileges to allow the Area to resolve the said problems which may be affecting other areas, M.A.R.S.C.N.A. or NA as a whole.

B. Definition:

1. Suspension shall consist of:

- a. Suspension of voting privileges for two consecutive RSCs.
- b. The RSC will send a formal, certified, return receipt requested letter addressing said problems to the Area in question within ten (10) days of close of business of that RSC.
- c. In order to support the efforts of the Area in question, a duly appointed committee of no less than four members of the M.A.R.S.C.N.A. consisting of RSR/Alternate RD, two RCMs and a member of the Steering Subcommittee will attend the ASC of said Area prior to the convening of the next RSC.

C. After the suspension period, voting privileges may be reinstated if significant progress has been made in addressing the problems, as determined by the voting members of the M.A.R.S.C.N.A..

D. If significant progress has not been made during the suspension period, as determined by the voting members of the M.A.R.S.C.N.A., the suspension may be extended for not more than two (2) additional RSCs, or a motion to unseat may be entertained.

**ARTICLE XIV
UNSEATING AN AREA
PASSED 5/18/97**

A. Purpose:

1. To provide the policy necessary to no longer recognize (unseat) an Area at M.A.R.S.C.N.A..

B. An Area shall be notified by verbal and/or written communication, concerns about that Area's representative prior to suspending the Area's voting privilege (8/97)

C. The RCM, Alt. RCM, and mailing address, shall be notified by written communications, within ten (10) days of the concerns of M.A.R.S.C.N.A. about the Area. This action will precede the suspension process of an Area's voting privileges as described in Article XIII. (11/97)

D. Requirements:

1. Having exhausted alternatives as described in Article XIII, the procedure to unseat an Area will be entertained.

2. An Area will be unseated by a 2/3 vote of the voting members of M.A.R.S.C.N.A..

**ARTICLE XV
VOTING
PASSED 8/95**

A. Votes be recorded as roll call votes. (8/95)

B. To discontinue the tally sheet process for all RSC elections effective immediately (2/97)

C. An abstention vote means that you are accepting the majority vote whether it be you or nay. An abstention voted is counted on the side of the majority unless the abstentions are the majority. Then it will automatically go back to the Groups. (11/03)

D. All motions made in the Region that have to do with Policy or the Budget must go back to Groups.

**ARTICLE XVI
CLARITY STATEMENT
PASSED 8/99**

1. The clarity statement shall not be read at any Regional functions.

ARTICLE XVII

1. That each Area designate a contact person to facilitate internet related communication with the "Web Site Work Group."



(Footnotes)¹ Separately represented: a member must not hold more than one GSR/Alternate GSR position.



**Motions that have passed regarding the
administrative function of
M.A.R.S.C.N.A.
since May of 1995.**



EBRUARY 1995

Motion: The taping of RSC's is for the secretaries use only. All tapes will be destroyed or reused as soon as the RSC minutes are approved.

Intent: To allow the secretary to accurately record the business of the RSC and any listening to tapes must be submitted to the RSC before approval of minutes.

Passed

Motion: Sub-committee meetings be split, 1 upstairs and 1 downstairs, on a rotation basis which will be announced on the flyers presented by activities.

Intent: To facilitate the commencement of business by cutting down on the noise levels between two committees.

Passed

MAY 1995

Motion: That any sub-committee without a chair or co-chair present at the RSC sub-committee meetings make it the RSC officers responsibility to chair that committee. The line of order shall be:

A: RSC-Chair

B: Alt-RSR

C: RSR

D: Secretary

E: Treasurer

This motion shall be inserted under Article 11, part E.

Intent: to better form an order of succession if there is no chair or co-chair of a committee or in their absence.

Passed

Motion: The term of the Policy Chair is two years.

Intent: to promote continuity in the Policy sub-committee and increase knowledge level of the co-chair.

Passed

AUGUST 1995

Motion: (From May of 1995) To have votes be recorded roll call votes.

Intent: To help maintain order.

Passed

NOVEMBER 1995

Nothing

FEBRUARY 1996

Nothing

MAY 1996

Nothing

AUGUST 1996

This was not a motion, but I felt it needed to be included. kb

STEERING COMMITTEE:

After checking with policy on procedure of forwarding funds to WSC (NAWS), they came back to the committee with this statement: Quarterly, all funds above prudent reserve, not budgeted are to be forwarded to WSC (NAWS)¹

(Footnotes)¹ All WSC & WSO were changed to NAWS in April 2003 per the RSC's request to reflect the new designation.

NOVEMBER 1996

Motion: Drop Policy sub-committee from RSC agenda, with responsibilities from that sub-committee to be resumed by Steering committee.

Intent: To reduce standing sub-committees.

Passed

FEBRUARY 1997

Nothing

MAY 1997

Motion: ARTICLE XII: SEATING OF AN AREA

Purpose:

A: To provide the services necessary to carry the NA message of recovery so that the still suffering addict may find recovery through the fellowship of NA in the Mid – America Region.

B: To serve as a link between groups and M.A.R.S.C.N.A.

Requirements:

To be recognized (seated) as an Area by M.A.R.S.C.N.A. an Area must be a service body of independent groups **separately represented within a designated Area, which meets regularly for the purpose of serving its Members and Groups.

**Separately represented: a member must not hold more than one GSR/Alt. GSR position.

Passed

Motion: ARTICLE XIII: SUSPENSION OF AN AREA

Purpose:

An ASR cannot be removed from the M.A.R.S.C.N.A.. However, if there are problems the M.A.R.S.C.N.A. may suspend an Areas voting privileges to allow an Area to resolve the said problems which may be affecting other Areas, M.A.R.S.C.N.A. or NA as a whole.

Definition:

A: Suspension shall consist of

1. Suspension of voting privileges for two consecutive RSC's.
2. The RSC will send a formal, certified, return receipt letter addressing the said problems, to the Area in question within 10 days of the close of business of that RSC.
3. In order to support the efforts of the Area in question, a duly appointed committee of no less than four (4) members of the M.A.R.S.C.N.A. consisting of RSR/Alt. RSR, two (2) ASR's, and a member from the Steering committee will attend the ASC of the said Area prior to the convening of the next RCM.

B: Voting privileges may be reinstated if significant progress is made after the suspension period, to address problems, as determined by the voting members of the M.A.R.S.C.N.A..

C: If significant progress is not made during the suspension period, as determined by the voting members of the M.A.R.S.C.N.A., the suspension may be extended for not more than two (2) additional RSC's or a motion to unseat may be entertained.

Passed

Motion: ARTICLE XIV: UNSEATING OF AN AREA

Purpose:

To provide the policy necessary to no longer recognize (unseat) an Area at the M.A.R.S.C.N.A.

Requirements:

A: Having exhausted alternatives as described in Article XIII, the procedure to unseat an Area will be entertained.

B: An Area will be unseated by a 2/3 majority vote of the voting members of M.A.R.S.C.N.A.

Passed

Motion: To discontinue the tally sheet process for all RSC elections effective immediately.

Intent: To preserve the integrity of the election process, and keep "principles before personalities" on possible future elections.

Passed

AUGUST 1997

Motion: To amend Article XIII, Suspension of an Area, to include "An Area shall be notified by verbal and/or written communication, concerns about that Area's representative prior to suspending the Area's voting privilege as described in Article XIII"

Intent: To provide said Area adequate time to resolve any problems without losing its voting privileges and to provide additional communication to the M.A.R.C.N.A Fellowship of the nature of the problems.

Passed

Motion: To turn all returned checks on Regional accounts over to a check brokerage firm.

Intent: To assure proper payment and less hassle in collection of returned checks. In addition, to keep the Region out of the money collection business.

Passed

Motion: To make all business conducted at RSC take effect at the close of that RSC.

Intent: To aid treasurer and various subcommittees conduct business more expeditiously between RSC's and provide clean budgetary guidelines.

Passed

Motion: To change all reference of ASR and RSR to RCM and RD throughout the M.A.R.S.C.N.A. guidelines.

Intent: To coincide with updated language.

Passed

Motion: To delete section titled "policy" under Article VIII sub-committee guidelines.

Intent: To coincide with previous M.A.R.S.C.N.A. action.

Passed

Motion: To replace current Steering committee guidelines with proposed Steering committee guidelines.

Intent: To coincide with previous M.A.R.S.C.N.A. action.

Passed

Motion: To discontinue return receipt practice for meals while on M.A.R.S.C.N.A. approved trips. Amendment: \$25.00/day/diem for meals.

Intent: To allow focus on intent to be maintained throughout approved service trip.

Passed

NOVEMBER 1997

Motion: To make amendment to Article XIII read "The RCM, Alt. RCM, and mailing address, shall be notified by written communications, within ten (10) days of the concerns of M.A.R.S.C.N.A. about the Area. This action will precede the suspension process of an Area's voting privileges as described in Article XIII."

Intent: To provide said Area adequate time to resolve any problems without losing its voting privileges and to provide additional communication to the Mid-America Regional fellowship of the nature of the problems.

Passed

FEBRUARY 1998

Motion: To accept the Steering Committees definition of abstention vote.

Steering Definition: An abstention vote means that you are accepting the majority vote whether it be yea or neigh. An abstention vote is counted on the side of the majority.

Passed.

MAY 1998

Nothing

AUGUST 1998

Motion: To let the RCM's make the final decision in our M.A.R.S.C.N.A. logo contest.

Intent: To shift the decision making process where it belongs.

Passes

***Note:** As a result of this action, a logo was decided upon by the RCM's and it was implemented as soon as the final art work was done.

NOVEMBER 1998

Nothing

FEBRUARY 1999

Motion: We rotate future M.A.R.C.N.A.'s between Hutchinson and Great Bend Kansas.

Intent: To provide us with smoother flowing conventions and to centrally locate.

Passed

Motion: The RSC secretary maintain a log of motions that the M.A.R.S.C.N.A. passes regarding the administrative function of its committees and officers. This listed should be chronologically and distributed quarterly with the M.A.R.S.C.N.A. minutes. A yearly updated log should be inserted into the Guidelines of the M.A.R.S.C.N.A.

Intent: To provide current and consistently updated guidelines for the effective operation of the M.A.R.S.C.N.A.

Passes

MAY 1999

Motion: Steering committee came to the conclusion at our interim meeting that the Regional Policy Steering A.2 on pg. 9,

“A.2. Present nomination for chairperson of upcoming convention.” be dropped from Steering committee guidelines.

Intent: to conform with Article VIB of “The Guidelines of the Mid-America Regional Service Committee of Narcotics Anonymous”.

Financial impact: None

This motion went back to groups and was passed.

Motion: – moved that “we take back to groups to read the Clarity/Identity Statement at the Regional Level.”

Tim S. – Seconded

Jeanie M. – **Friendly amendment:** we ask groups “should we read the Clarity/Identity Statement, in its entirety, at the Regional Level.”

This motion went back to groups and was failed. We will not be reading the Clarity/Identity Statement at any Regional functions.

AUGUST 1999

Motion: – moved that “we take back to groups to read the Clarity/Identity Statement at the Regional Level.”

Tim S. – Seconded

Jeanie M. – Friendly amendment: we ask groups “should we read the Clarity/Identity Statement, in its entirety, at the Regional Level.”

This motion went back to groups and was failed. We will not be reading the Clarity/Identity Statement at any Regional functions.

NOVEMBER 1999

Motion: (Tim S., Seconded by Kirk B.) produce wallet size cards containing but not limited to Area help line numbers, Area contact numbers, WSO number and e-mail address, and Regional e-mail. This will supplement the Regional meeting list.

Intent: to provide a more viable source of current information that is easily accessible to all members.

Motion seconded and passed. (take back to groups)

THIS MOTION PASSED.

Motion: (brought by the Just For Today Area) the Mid America Regional Service Committee shall start at 8:am (motions and request for funds) and end at 5:30pm or at the discretion of the Regional Chair.

Intent: To be considerate of our members who have to drive considerable distances; to be sure we've done our part to insure their safety.

Financial Impact: unknown, but none foreseen

THIS MOTION PASSED.

RCM take back to the Groups for a condenses the idea of our RSC officers going to a two year length of term, having to be reelected at the end of the first year.

Reason: With only 4 meetings a year, about the time that their duties and responsibilities are learned, it is time for them to rotate out.

Financial Impact: None.

***Note: This got taken back as a motion and not as a recommendation.**

THIS WAS PASSED AS A MOTION.

FEBRUARY 2000

Motion: - RD and Alt. should continue on a two year rotation and the Region send the delegates to the WSC Interim meeting on the off year of the World Service Conference.

Financial Impact: Should save us money as the interim meeting will be shorter in time than the conference.

This motion went back to groups and was passed. ***Note: the wording of this motion will be worked out by the Steering committee.**

Motion: (Carl K.) the M.A.N. be removed from the roll call list at the Region.

Reason: the M.A.N. is a subcommittee of the Literature committee and has a voice on the floor through that committee already.

Financial impact: none.

This motion **passed.**

MAY 2000

Motion: To be taken back to Groups that the Mid America Region make a policy that vacant positions at the Regional level be taken back to Groups at least one R.S.C. cycle prior to voting.

Intent: To inform all members that positions are open, giving an opportunity to more of the fellowship, and time to consider their involvement and qualifications.

Financial impact: None

The wording of the new policy is: “All subcommittee chairs and RSC officers “open positions” be brought back to Groups one RSC cycle before elections.”

Motion: (from the PI chair) to take back to Groups out of actions by subcommittee to change policy in M.A.R.S.C.N.A. Guidelines (pg. 6 – B – 3) to read every 3 months.

Intent: to update better and faster

Financial impact: cheaper than before.

Motion: To change the following policy under ARTICLE XI: FUNDS, sect. G “Budgeting” (pa., 1 5):

All subcommittees shall submit to Steering Subcommittee their proposed optimal budget at the February RSC for the next year’s budget. All subcommittees shall submit to the RSC a written expenditure report at each RSC.

To read:

1.) All subcommittees and RSC officers shall submit to the Regional Treasurer their proposed optimal budget at the February RSC for the next years budget.

Amended by Jerry D. to read November RSC. Accepted by the RCM (Ray G.)

2.) The Regional Treasurer will compile the individual optimal budgets and the final compiled optimal budget shall be sent to the groups of the Mid America Region for approval.

3.) All subcommittees and RSC officers shall submit to the RSC a written expenditure report at each RSC.

Intent: a.) To put the current practice of sending the budget to the groups for approval into policy.

b.) To allow for a solid financial accounting of the Region’s funds.

Financial impact: None.

AUGUST 2000

NOTHING

NOVEMBER 2000

NOTHING

FEBRUARY 2001

NOTHING

MAY 2001

Motion: Article XII of the Guidelines of the Mid-America Region Service Committee of Narcotics Anonymous be amended to include “A newly seated Area can vote immediately on all issues with the exception of any old business.”

Intent: to provide clarification

Financial impact: None

Motion Passed

Motion: Updating Regional Policy/Guidelines (Motion was made August 20, 2000. Stacy W. volunteered to do the minutes in November 2000, but of course didn't so I don't have a record regarding the status of this motion.)

1. The MARSCNA Secretary compile a motion log of all motions passed at the current MARSCNA, which will be included in the MARSCNA meeting minutes.
2. The motion log will be compiled once a year as "supplemental pages" and "Table of Contents" at the February RSC. The "supplemental pages" and "Table of Contents" will be distributed to all RCM's, subcommittees and Regional officers at the May RSC for placement into the current MARSCNA Policy/Guidelines Manual.
3. Every two years the Steering Committee will completely revise the MARSCNA Policy/Guidelines Manual. The "supplemental motion log" will remain a part of the MARSCNA Policy/Guidelines Manual as an appendix.

Financial Impact: Revisions of "Table of Contents" and "Supplemental Pages" – approximately \$10.00
Complete Manual Revision – approximately \$50.00

Motion from steering subcommittee February 2001

That Article XII of the Guidelines of the Mid-America Region Service Committee of Narcotics Anonymous be amended to include "A newly seated Area can vote immediately on all issues with the exception of any old business."

Passed 5/20/01

Motion from Miracle Area

We rotate the M.A.R.C.N.A. around the Region.

Passed 8/19/01

Motion from steering committee

Steering Committee
Policy for the collection of funds owed the Region.

1. The Region shall set up an informal meeting between the debtor/debtors owing monies or property to the Region and a representatives of the Region. The purpose of this meeting will be to remind the debtor/debtors that he/she/they still owes monies and or property and to try to resolve the issue amiably at that time: i.e. receive payment.
2. If payment or property cannot be collected at this time, the representatives of the Region and the debtor/debtors responsible for the debt will write a promissory note that will indicate the time and amount for payments to the Region to eliminate the debt in a timely fashion. This note shall be one that is fair and equitable to both parties and should include interest to be figured at the going prime rate.
3. If payment does not proceed as agreed by the debtor/debtors and the Region, the Region shall send to the debtor/debtors a copy of the bill, the promissory note and a request for immediate remittance by the debtor. This shall be done by certified mail.
4. Having done all of the above, if the Region is still not receiving its monies and or properties, it shall file in a legal court for collection said monies.

5. The Region does reserve the right to review each case individually to determine and act upon any extenuating circumstances the debtor/debtors may have brought before the Region, either in writing or verbally.

Passed 11/18/01

Motion:

Regional subcommittees submit their previous years actual expenses to be added to their budget proposal.

Passed 5/19/02

Motion:

Reprint the policy manual every four years instead of every two years.

Passed 2/16/03

Motion:

We create a new position – that of co-treasurer.

Passed 2/16/03

Motion:

Add “and co.-treasurer” to Article IX Section G title.

Passed 8/14/03

Motion:

To change the policy manual Article XI Sec. E. to read “yearly all funds above prudent reserve not budgeted are to be forwarded to N.A.W.S. at the end of the fiscal year”

Passed 8/14/03

Motion:

To accept proposed outreach policy and add it to the policy manual.

Passed 8/14/03

Outreach Policy

Purpose: the subcommittee helps keep new and/or isolated Groups and addicts in touch with the mainstream of the Narcotics Anonymous Fellowship.

Duties:

- 1) Develop and coordinate outreach projects to support Area outreach efforts.
- 2) Assist other RSC subcommittees in projects when requested.
- 3) It is not the outreach subcommittees responsibility to start Groups or run existing Groups.

Chair Requirements:

1. A suggested minimum of 2 years clean time.
2. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
3. A suggested experience of 1 year outreach involvement.
4. A willingness and desire to serve.
5. Time and resources to fulfill the commitment.

Co-Chair Requirements:

1. A suggested minimum of 1 years clean time.
2. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.

3. A willingness and desire to serve.
4. Time and resources to fulfill the commitment.

Motin:

To change article XV(c) of the policy manual to read “An abstention vote means that you are accepting the majority vote whether it be you or nay. An abstention voted is counted on the side of the majority unless the abstentions are the majority. Then it will automatically go back to the Groups.

Passed 11/16/03

Motion:

To send copies of all subcommittee minutes to all Areas.

Intent: To better communication. See concept 8.

Financial Impact: No financial impact if e-mailed or internet is used.

Passed 2/15/04

Motion:

All motions made in the Region that have to do with Policy or the Budget must go back to Groups.

Intent: To create a policy which defines what needs to go to Groups for approval.

Financial Impact: None

Passed 2/15/04

Motion:

That each Area designate a contact person to facilitate internet related communication with the “Web Site Work Group.

Intent:

- A) To have one point of contact for meeting updates
- B) Someone to forward e-mail questions to concerning that Area
- C) Assist in communication about web issues at the Area level.

Comments: This person would ideally be the Area’s WSO web contact.

Passed 2/15/04

Motion:

To send copies of all subcommittee minutes to all Areas.

Intent: To better communication. See concept 8.

Financial Impact: No financial impact if e-mailed or internet is used.

Passed 2/15/04

Motion:

All motions made in the Region that have to do with Policy or the Budget must go back to Groups.

Intent: To create a policy which defines what needs to go to Groups for approval.

Financial Impact: None

Passed 2/15/04

Motion:

That each Area designate a contact person to facilitate internet related communication with the “Web Site Work Group.

- Intent:**
- A) To have one point of contact for meeting updates
 - B) Someone to forward e-mail questions to concerning that Area
 - C) Assist in communication about web issues at the Area level.

Passed 2/15/04

Revised Motion:

That section (G) of the convention subcommittee guidelines be amended as follows:

(4) Attendance at two consecutive convention subcommittee meetings.

Intent: To further define the qualifications of the voting general member as referred to in the Narcotics Anonymous convention guidelines on pg. 3.

Passed: 5/ 04

Motion:

That the following be added to **section B. Duties #3** of the literature guidelines: “The Mid America Newsletter – AKA – M.A.N. – be published quarterly.

Intent: To clearly define how many issues are to be published and budgeted for.

Passed 5/04

Motion:

That rent, insurance, storage unit, and PO Box be priorities that are paid for first from available funds. All other requests for funds are to be submitted prior to the commencement of the RSC meeting on Sunday. Distribution of funds remaining after rent, insurance, storage unit, and PO Box are paid, and prudent reserve set aside, shall be decided by the RCMs before the closing of that day’s business. Campout, Convention and Soul to Soul will become free-standing committees after a one-time startup donation is made to said committees, pursuant to Page 96 of *A Guide to Local Services*, 2002 Version, which states “...once the region establishes an initial ‘seed fund’ for its convention subcommittee, regional committee money and convention subcommittee money be held and accounted for separately. Regional conventions are then made self-supporting from their own income, charging only enough in registration fees to cover the costs of putting on the convention. Because the efforts that result in the generation of convention profits are contributed by NA members in the spirit of our Seventh Tradition, it is not inappropriate to deposit minimal excess proceeds in RSC operating funds.”

Intent: To develop a realistic Mid America Regional Service Committee budget, with accountability for operating funds and the distribution thereof resting with the groups and areas.

Passed: 5/ 04

Motion:

To create a contact to be N.A.W.S. Contact Person coming from the Region. We would use N.A.W.S. guidelines and the individual would need to comply with these requirements. This is a creation of policy and would need to go into the policy manual.

Intent: To insure better communication and accountability pertaining to our Group and Area meetings.

Passed 5/04

The following came from world and has been included as a refrence:

“Hello Kirk, thank you for contacting us. We do not have an official list of requirements for the NAWS Web Contact. We can tell you, however, a few things about it. Two people from each service committee are able to update meeting and trusted servant information with NAWS, one being the Regional Delegate, the other being the NAWS Web Contact, typically selected by the committee. The main requirement to fulfill for the duties is that the person would need to be computer savvy, as there is mostly data entry involved. Once your committee has identified someone for this position you can have him or her contact us at webupdates@na.org. From there we will get them acclimated to the process of updating your region’s information in our database.”

Motion:

Add to the M.A.R.S.C.N.A. Guidelines and Policy manual, under Article V as item G “all motions made at the RSC or motions sent back to the Groups include a financial impact statement and intent.

Intent: to allow members as much information as possible which should allow for more informed decision making.

Financial impact: minimal

Passed 11/ 04

