

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

(Revised through February 2009)

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, Outreach 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 8:00 a.m. (motions and request for funds) and end at 5:30 p.m. 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 shall 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 \$50.00/day for meals while on M.A.R.S.C.N.A. approved trips. This will be in place of returned receipts. (8/06)

ARTICLE VII
SPIRITUAL GUIDANCE
PASSED 11/15/92

M.A.R.S.C.N.A. shall not make any motion or take any action that conflict with the Twelve Traditions or the Twelve Concepts of Narcotics Anonymous.

- A. 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.
- B. All business conducted at RSC will 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 will be split, 1 upstairs and 1 downstairs, on a rotation basis which will be announced on the fliers presented by Activities (2/95)
- B. Any subcommittee without a chair or co-chair present at the RSC subcommittee meetings shall be chaired by RSC officers. The line of order shall be:
 - 1. RSC-Chair
 - 2. Alt-RD
 - 3. RD
 - 4. Secretary
 - 5. Treasurer(2/95)
- C. A copy of all subcommittee minutes will be sent to each Area.

ACTIVITIES

- A. Duties:
 - 1. Host quarterly RSC meetings (Feb., May, Aug., and Nov.)

2. The quarterly Regional Service Committees Fundraisers will rotate between Public Information, Hospitals & Institutions, Outreach and Literature. (11/08)
 3. Host Unity Day event held Labor Day weekend.
 4. Host "Soul to Soul Spiritual Retreat" commonly held in late fall.
 5. Inform RSC of activities occurring throughout the Region.
 6. 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:
- Same qualifications as Chairperson, except one year clean time.

CAMPOUT

Purpose: To formulate a campout to provide fun and fellowship during recovery and to promote unity in our Region.

- A. 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.
- B. Vice-Chairperson: Same qualifications as Chairperson, except one year clean time.
- C. Treasurer: Same qualifications as Chairperson and Vice-Chairperson, except three years clean time.

CONVENTION

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.

Duties: Plan and execute the convention.

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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)

HOSPITALS AND INSTITUTIONS

Purpose:

To serve the needs of all the Areas within the Region by conducting activities that promotes 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 NAWS.

- A. 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.
- B. 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.
- C. Vice-Chairperson: Same qualifications as Chairperson, except two years clean time.
- D. Secretary: Same qualifications as Chairperson and Vice-chairperson except one year clean time.
- E. Description of duties and responsibilities of the Subcommittee and its officers: Refer to H&I Handbook.

LITERATURE

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

- A. 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, a/k/a M.A.N., will be published quarterly. (Passed Aug 04)
- **The duties for each position are as stated in the current guidelines for Literature Committees.
- B. 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.
- C. 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.
- ** All clean time is suggested and may be waived.
- D. 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.
- E. 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.

OUTREACH

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

- A. 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 subcommittee's responsibility to start Groups or run existing Groups.
- B. Chair Requirements:
1. A suggested minimum of two 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 one year outreach involvement.
 4. A willingness and desire to serve.
 5. Time and resources to fulfill the commitment.
- C. Co-Chair Requirements:
1. A suggested minimum of one year 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.

PUBLIC INFORMATION

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.

- A. 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. Lead PI Subcommittee meeting
 5. Co-chair to lead RSC Subcommittee in absence of Chairperson
 6. Make available and maintain a regional website. See addendum A. for Website Policy & Guidelines (5/06)
- 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.

STEERING

PURPOSE:

- A. 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 will be secured for April of 2001, etc.
- B. Rotate the M.A.R.C.N.A.s around the Region. (Passed 8/19/01)
- C. 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.
- D. Write and submit policy additions and/or changes to be sent out to Mid-America Regional fellowship for approval.
- E. Provide information on past experience and recommendations for new procedures.
- F. 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 RCMs, subcommittees and Regional officers at the May RSC for placement into the current M.A.R.S.C.N.A. Policy/Guidelines Manual.
- G. 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)

DUTIES:

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.

REQUIREMENTS:

- A. Five years clean time.
 - B. A working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
 - C. Willingness to give time and resources necessary.
 - D. Ability to exercise patience and tolerance.
 - E. Active participant in Narcotics Anonymous within the Mid-America Region.
 - F. Three years participation in Mid-America Regional service, (some convention experience preferred).
 - G. At least a two-year commitment with no more than four years in succession.
- **ADDITIONAL REQUIREMENTS FOR CHAIR, VICE-CHAIR AND SECRETARY**
- H. 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.

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.

VOTING:

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

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.

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.

ARCHIVIST

8/05

- A. Purpose – To collect, collate, catalog and display materials and memorabilia pertinent to the Mid-America Region.
- B. Duties
 - 1. Contact members, Groups and Areas to obtain copies of all materials and memorabilia MARSCNA, it's subcommittees and events have generated since the inception of the Region.
 - 2. Collect, catalog, store and display such items.
 - 3. Produce a quarterly report for the RSC, reporting new items received and progress in organizing them.
 - 4. Be sensitive with respect and observance of the anonymity of all concerned.
 - 5. Be accountable to the RSC.
- C. Requirements for Archivist:
 - 1. Three years cleantime.
 - 2. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.
 - 3. It is helpful and desired, but now necessary to have knowledge of library science, archival systems, and safe, economical storage practices.
 - 4. A minimum of two years of Regional participation.
 - 5. Willingness to serve.
 - 6. Willingness to give the time and resources necessary to fulfill duties of position.

N.A.W.S. CONTACT PERSON

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

Requirements: (this came from World in May 04)

The main requirement to fulfill 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.”

P.O. BOX CHAIR

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

- A. 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.
 - 6. Mail the Conference Agenda Report to the RSC Chair.
- B. 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.
- C. 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.

SOUL TO SOUL

(5/05)

- A Primary purpose – To further carry our message – Host Soul to Soul spiritual retreat commonly held in late fall.(2/06)
- B. Requirements for Chair:
 1. Suggested two years clean
 2. A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous
- C. Co-Chair - same as above with one year suggested clean time.
- D. Treasurer – same as above with the exception of a three year cleantime requirement
- E. Prudent reserve to be set at \$1,000.00

WEB-SITE GUIDELINES & PROCEDURES

Purpose, Name and Accountability

1. The purpose of the web-site is to further the NA groups' primary purpose of carrying the message to the addict that still suffers by providing easily accessible information and communicate the activities of the Mid America Regional Service Committee of Narcotics Anonymous MARSCNA.
2. Public Information Sub-Committee oversees the MARSCNA web-site.
3. The Uniform Resource Locator (URL) for the site is <http://www.marscna.net>
4. The "Web-servant" is the point of accountability for the web-site, and is accountable to the Public Information Sub-Committee.
5. The Mid America Regional Public Information Sub-Committee chooses the Web-Servant and the Web-Servant Alternate. Area web contact members are chosen by their respective areas in addition to these committee members, volunteers are encouraged to participate.

Finances and Ownership

1. Costs for web hosting and domain registration are the responsibility of the MARSCNA.
2. The PI Sub-Committee is responsible for communicating all financial needs and consequences to MARSCNA.
3. MARSCNA is the owner of the domain name "http://www.marscna.net" and is responsible for maintaining ownership.
4. The PI Sub-Committee is responsible for investigating and choosing a vendor for hosting the MARSCNA web-site

Web-Servant Reporting and Communications

1. The Web-Servant will submit a written report to the PI Sub-Committee at each quarterly meeting. This report communicates all financial, technical, and correspondence related to the operation of the web-site. The Web-Servant and Alternate Web-Servant are required to attend the PI Sub-Committee quarterly meetings.
2. The Web-Servant is responsible for downloading and distributing e-mail and web-site feedback communications. It is the responsibility of MARSCNA and all Regional sub-committees to designate their point(s) for distribution. **It is also the responsibility of MARSCNA and all Regional sub-committees to work out such details with the Web-Servant.**
3. Personal e-mail addresses are not to be used on the MARSCNA web-site so that official NA communications are processed properly and appropriately. It is up to the trusted servant whether to use their own personal e-mail to reply to communications.
4. The MARSCNA quarterly meeting minutes will be posted on the web-site for downloading and review by any Fellowship member as they become available.

Web-site Content and Components

1. The suggested sections or pages for the web-site are:
 - a. Only information concerning Groups, Areas, and Regional events held within the Mid America Region will be posted on the Regional web-site.
 - b. Contact Information - Contact information for the Mid America Region: address, phone numbers, and e-mail addresses for the MARSCNA, Area Service Committees and NA World Services.
 - c. Downloads - All available download files for the web-site (meetings, convention or gathering forms, service committee communications, etc.).
 - d. Feedback - e-mail link.
 - e. MARSCNA pages - Links to Area Service Committee web pages.
 - f. MARSCNA page(s) communications content for the MARSCNA (announcements, meeting minutes, the newsletter, for example).
 - g. Help/Information Line - A listing of all help/information lines telephone numbers in the Mid America Region.
 - h. Home Page - Entry page to web-site, normally the index htm file, may be another page if desired.
 - i. Links - List of external hyperlinks to Mid America Region PI Sub-Committee approved web-sites. At the top of the links page, the following disclaimer will be posted:

The Mid America Region of Narcotics Anonymous has NO control over external we- sites and we don't necessarily endorse the information or content of those sites we have linked to, nor do we necessarily endorse this information or content of any external site linked to our own. Each site is independent and operates under its own guidelines. The links here are provided only as a courtesy to you, the surfer of the web, and to the providers of the linked pages.

*Thank you for your understanding,
The Mid America Region of Narcotics Anonymous*

- j. Meeting Directories - Meeting lists for all Areas of the Mid America Region as well as the Regional meeting list.
- k. Privacy - Notice of privacy of communications.
- l. Site Index-Table of contents component used for viewing web-site in hierarchy format.
- m. "What is NA" Public Information content excerpted from "Narcotic Anonymous: A Society of Recovering Addicts" that is approved for Internet usage by **NA World Services**.
- n. The index or homepage will have the following content, in addition to the standard page information.
 - A welcoming paragraph (with announcements when necessary).
 - A navigation bar component for the first tier of child pages under the index or homepage (optional).
 - Clear text stating that this is an official web-site for Narcotics Anonymous in the Mid America Region through the administration of the Mid America Regional Service Committee.

Technical Guidelines

1. The username and user password to publish the web-site will be held by the Web-Servant, the Web-Servant Alternate, the Mid America Chairperson, and the Mid America PI Sub-Committee Chair only.
2. Internet browser compatibility will be as universal as possible when considering design elements of the web-site.
3. Web-site design should be tailored to the download rate of 56 kps.
4. The web-site will be designed for a browser window of 800X600 pixels.
5. The use of Java Script will be curtailed to basic web-site components.
6. The use of images other than for buttons and other technical components will be minimized to reduce the time needed for downloading our web pages.
7. The size of files for downloading should be kept low to reduce the time needed for downloading and slow connection speeds, whenever possible.
8. Files for downloading should be scanned for viruses before posting to the web-site.
9. External hyperlinks should be checked on a monthly basis for integrity and site content examination.
10. Accessibility of the web-site through search engines should be reviewed periodically.
11. Text font size will be chosen for easier reading for all platforms.

General Guidelines and Policies

1. External hyperlinks will be only to official NA web-sites. The PI Sub-Committee will evaluate these web-sites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that web-site

2. A single point of contact for each Area Service Committee is established for the purpose of communications to the PI Sub-Committee. This communications liaison is utilized for the purpose of updating information on the web-site.
3. Each Area Service Committee may request to post information concerning local Area activities, meetings or other Narcotics Anonymous related information, excluding personal recovery communications. In the event of questionable content, the Web-Servant shall contact two (2) members of the PI Sub-Committee for review and input. If the three (3) of them feel the flier is inappropriate, the Web-Servant shall not post the flier, but will contact the sender for revised content.
4. The Newsletters page shall have the following disclaimer:
Note: The opinions and views shared in this publication do not necessarily reflect those of The M.A.N. staff, or NA as a whole. Thank you, The Staff
5. Images of any identifiable person, whether an NA member or not, are never used.
6. Sales of merchandise are not done on the web-site.
7. Requests for literature purchases will be referred to **Narcotics Anonymous World Services**.
8. Copy righted material will not be used on the web-site without specific permission from the owner of the material.
9. No personal contact information, including last names, e-mails, addresses, and phone numbers will be posted directly on the web-site. However, any information found on fliers, newsletters and other such material is included at the discretions of the posting party.

Qualifications for Web-Servant and Alternate

1. The minimum clean time for Web-Servant and Alternate is four (4) years.
2. An understanding of the 12 Traditions is vitally important in this service positions as it involved communication and public relations with non-addicts as well as the still suffering addict.
3. The trusted servants should provide proof of access to a computer that is capable of running the latest generations of web browsers and has a suitable connection to the internet. The costs for these requirements are borne by the trusted servant.
4. Removal of these trusted servants from their positions are covered by the MARSCNA policy for the removal of officers.
5. There term for each position is to be two (2) years in length and it is suggested that the position shall not be held for more than two (2) consecutive terms.

Privacy Policy

1. Privacy policy on communications with the NA service structure is an important aspect of our 12th Tradition of anonymity.
2. The PI Sub-Committee will apply all of the 12 Traditions and 12 Concepts in developing and implementing a Privacy Policy for the Mid America Regional web-site.
3. The Privacy Policy will evolve as needed and be approved by the PI Sub-Committee before posting on the web-site.
4. The following is the current Privacy Policy as posted on the Mid America Regional web-site:
 - a. Our 12th Tradition states, "Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities."
 - b. Cookies: We believe is supporting the spirit of our tradition of personal anonymity on the Internet by stating clearly that we do not employ any technical means to tract or identify any visitor on the web-site. You may take this promise of anonymity for granted as a Narcotics Anonymous member and wonder why we need to bring this issue up. We do so because of our experience with a few Narcotics Anonymous related web-sites that use "cookies" to track your usage of their web-sites. Even more objectionable is the use of cookies by outside organizations on the Narcotics Anonymous web-sites. For further information on "cookies", consult your Internet browser's help utility or other Internet resources.
 - a. Communications: Any communication submitted to the Mid America Region of Narcotics Anonymous organization will be treated with confidentiality and anonymity in mind. We will delete all communications received on a regular basis. We do not guarantee total anonymity in all circumstances. We suggest that the senders of e-mail or feed back take their own precautions if they desire to remain anonymous.
 - b. All communications considered to be official Narcotics Anonymous business requires some level of identification for the purpose of responding to those communications. All efforts will be made to pass on communications in a timely manner to a responsible trusted servant.

- c. There are alternative methods for communicating with service committees within the Mid America Region. These alternatives are listed in our meeting lists and the newsletter. Please utilize this information if it is necessary to fulfill your needs.
- d. Personal Requests: Under no circumstances will we forward mail of a personal nature to any Narcotics Anonymous member here in the Mid America Region. This is an official web-site for the Mid America Region and we do not acknowledge anyone's membership in Narcotics Anonymous.

ARTICLE IX
ELECTION OF OFFICERS
 PASSED 5/15/94

Vacant positions at the Regional level are 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 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 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 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 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 chronological 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 term, having to be reelected at the end of the first year. (11/99)
- 8. The taping of the RSC's is for the secretary's 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 term, having to be reelected at the end of the first year. (11/99)

G. Co-Treasurer (2/03)

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 one signature.
- B. All expenses shall be paid by check or debit card by the Regional treasurer or co-treasurer. (5/08)
- 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 NAWA. (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. All returned checks on Regional accounts shall be turned over to a check brokerage firm. (8/1997)
 2. The Region shall set up an informal meeting between the debtor/debtors owing monies or property to the Region and representatives of the Region. The purpose of this meeting will be to remind the debtor/debtors that he/she/they still owe(s) monies and or property and to try to resolve the issue amicably at that time: i.e. receive payment.
 3. 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 figured at the going prime rate.
 4. 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.
 5. 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.
 6. 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:

1. Rent, insurance, storage unit, and PO Box are 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."

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 year's 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:

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 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

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 problems that may be affecting other Areas, M.A.R.S.C.N.A. or NA as a whole.

An Area shall be notified by verbal and/or written communication of concerns about that Area's representative prior to suspending the Area's voting privilege as described in Article XIII.

Definition - 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 RD/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.

D. 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.

E. 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.

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

ARTICLE XIV
UNSEATING AN AREA
PASSED 5/18/97

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

- A. 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)
- B. 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)
- C. 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 are 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 yea or nay. An abstention vote 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

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

ARTICLE XVII

That each Area designate a contact person to facilitate internet related communication with the Public Information Sub-committee. (5/06)