

The logo consists of a large orange circle with a diamond shape (rhombus) inscribed inside it. The diamond is also outlined in orange. The text is centered within the circle and diamond.

Middlesex

County

Area Service

Committee

Policy

Revised: July 2023



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Glossary of Acronyms:

Acronym	Definition
<i>CAR</i>	Conference Agenda Report
<i>GSR</i>	Group Service Representative
<i>GSRA</i>	Group Service Representative Alternate
<i>MARLCNA</i>	Mid-Atlantic Regional Learning Conference
<i>NA</i>	Narcotics Anonymous
<i>MCASC</i>	Middlesex County Area Service Committee
<i>NJRSC</i>	New Jersey Regional Service Conference
<i>RCM</i>	Regional Committee Member
<i>RCMA</i>	Regional Committee Member Alternate
<i>WSC</i>	World Service Conference
<i>NAWS</i>	Narcotics Anonymous World Service



1. Definition and Purpose

The Middlesex County Area Service Committee (MCASC) is a group made up of elected representatives of NA groups, elected Area Officers, Subcommittee representatives, and interested NA members.

MCASC meets the second Sunday of the month, or may call a special interest meeting as needed, for the expressed purpose of serving the specific needs of its member groups. It shall do so in accordance with the Twelve Traditions of Narcotics Anonymous. When procedure is not defined by the Twelve Traditions or elsewhere in MCASC policy, business shall be addressed in accordance with World Service Conference (WSC) approved handbooks and guidelines including *Twelve Concepts of NA Service*, *A Guide to Local Services in Narcotics Anonymous* and *A Guide to World Services in Narcotics Anonymous* and Roberts Rules of Order (newly revised).

The purpose of MCASC is to be supportive of its Area member groups in their primary purpose by associating a group with other groups locally. MCASC shall provide groups help in dealing with its day-to-day situations. MCASC shall serve as a link between its groups and other Areas throughout the New Jersey Regional Service Conference (NJRSC) of NA. The MCASC shall strive to foster unity.

2. Function of the MCASC

The function of the MCASC is as follows:

- Conduct a monthly business meeting.
- Maintain a steady distribution of NA literature to group trusted servants and subcommittees.
- MCASC shall purchase statewide meeting lists as needed per the recommendations of the Literature Distribution Chair.
- Communicate and disseminate information to and from all member groups of the Area through their trusted servants.
- Ensure proper disbursement of funds in accordance with the Twelve Traditions and MCASC policy.
- Offer encouragement and support to all GSR's and the groups they represent.
- Provide a Regional Committee member (RCM) or active participant in the NJRSC.
- Set up subcommittees to carry out service functions.

3. Service Area

The service area shall include but not be limited to the geographic area, which has the approximate following boundaries:

- Middlesex County, New Jersey



4. Participants, Observers and Member Groups

4.1. Participants

This committee shall have two (2) classes of participants; that of voting participants, the other of non-voting participants. Only voting participants shall have voting rights. No person shall hold more than one voting membership. Participants have the right to put forth or object to motions and to second motions.

4.2. Voting Participants

The voting participants of this committee shall be Group Service Representatives (GSRs), or in their absence, Group Service Representative Alternates (GSRA's) or a proxy. A group's representative will have the right to vote once MCASC's attendance requirement has been met for one full month and is present at the opening roll call for the next consecutive MCASC meeting.

This policy holds for both new groups and groups which have petitioned the body to be re-activated after missing two (2) consecutive MCASC meetings. The MCASC Chairperson may vote only in the event of a tie. If group conscious motions brought back to the groups result in a tie at MCASC, the motion fails. In order for the participant to be recognized they must be seated.

4.3. Non-voting Participants

The non-voting participants shall be:

- MCASC Chairperson (except in the case of a tie).
- MCASC officers.
- Subcommittee Chairpersons.

All motions made by non-voting participants must be seconded by a voting participant.

4.4. Observers

NA members not addressed elsewhere in the MCASC policy shall be classified as observers. Observers shall only have the specific right to request the floor. The Chairperson has the right to grant or deny such requests.

5. Definition of an MCASC Member Group

The definition of an MCASC member group is: *Any NA group willing to be represented by a GSR at all regularly scheduled MCASC meetings and to register as a member of the MCASC.*

Acceptance to the MCASC is subject to the recognition of the voting participants of the MCASC. The group must meet the requirements of the definition of an NA group as defined in World Service Conference (WSC) approved handbooks and guidelines including *Twelve Concepts of NA Service*, *A Guide to Local Services in Narcotics Anonymous* and *A Guide to World Services in Narcotics Anonymous*.



6. MCASC Group Attendance

A group will be considered as having attended an MCASC meeting when the following criteria are met:

- Presence at initial roll call.
- Presence at roll call following break.
- Having given a group report at the end of the MCASC meeting.

Note: It is the GSR's responsibility to immediately inform the MCASC Chairperson upon arrival if they are late or if there is an emergency requiring that they must leave. A GSR may also exercise their right to ask the Chairperson to suspend the order of the day in order to give their group report first if there is a pressing matter to which they must attend.

7. MCASC Officers, Qualifications and Duties

7.1. Chairperson

7.1.1. Qualifications

- Minimum of three (3) years complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Knowledge of the rules governing MCASC business.
- Knowledge of Robert's Rules of Order.
- Previous service experience.

7.1.2 Duties

- To attend all MCASC meetings and MCASC-related Special Sessions. Must be present for all 3 roll calls in order to be considered "attended" each MCASC meeting.
- To open the facility for MCASC meeting; key holder.
- To ensure Service Workshop Chair has other key to facility.
- To open the MCASC meeting at the appointed time.
- To call for attendance of voting members.
- To announce in proper sequence the business of the day in accordance with the agenda.
- To recognize participants or observers when they are entitled to the floor.
- To protect the MCASC from obvious frivolous or dilatory motions by refusing to recognize them.
- To state and put to a vote, all legitimate questions and or motions that arise in the course of proceedings except when directly related to the Chairperson, in which case, the Vice-Chairperson would proceed.
- To enforce and rule on questions subject to appeal, regarding the Twelve Traditions of NA, MCASC Policy, and Robert's Rules of Order.
- To expedite business fairly and impartially. (Continued....)



Chairperson - Duties (continued)

- To respond to inquiries regarding procedural or factual information that is relevant to the business of the MCASC.
- To be cosignatory of the MCASC bank account.
- To prepare agendas for each session.
- To vote only in the case of a tie.
- To appoint an *Ad hoc* committee Chairperson when necessary.
- To conduct the general correspondence of the MCASC.
- To adjourn the MCASC meeting at the time voted upon by the body.
- To appoint a proxy to the NJRSC in the absence of the RCM and RCMA.
- To reschedule the MCASC meeting off the 2nd Sunday in the month of May, due to Mother's Day.
- To coordinate with the Vice-Chairperson a visit to any member group who has failed to attend two (2) consecutive MCASC meetings.

7.1.3 Succession of Chairperson

- Vice-Chairperson
- Parliamentarian
- RCM (must defer duties to RCMA)
- RCMA
- Secretary
- Treasurer

7.2 Vice-Chairperson

7.2.1 Qualifications

- Minimum of three (3) years complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Knowledge of the rules governing MCASC business.
- Previous service experience.

7.2.2 Duties

- To attend all MCASC meetings and MCASC-related Special Sessions, as called. Must be present for all 3 roll calls in order to be considered "attended" each MCASC meeting.
- To serve as chairperson in the absence of the MCASC Chairperson.

(Continued...)



Vice-Chairperson - Duties (continued)

- To coordinate function of subcommittees and remain familiar with the proceedings as a non-voting member, in the absence of subcommittee chairperson.
- To assume chair of any subcommittee in the event of removal, resignation or vacancy limited to two subcommittees. In the event of more than two open subcommittee Chair positions or lack of Area Vice-Chair, positions will be filled as per the Area Chairperson recommendation. This shall be until subcommittee chairperson position is filled.
- To be cosignatory of the MCASC bank account.
- To act as treasurer in the absence of the treasurer.
- To coordinate with the Chairperson a visit to any member group who has failed to attend two (2) consecutive MCASC meetings.
- To submit a written report regarding those groups that has failed to attend.
- To attend scheduled MARLCNA (Mid-Atlantic Regional Learning Conference) events in the absence of RCM or RCMA.

7.3 Secretary

7.3.1 Qualifications

- Minimum of one (1) year complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Knowledge of the rules governing MCASC business.
- Previous service experience.
- Ability to devote the time and resources necessary.

7.3.2 Duties

- To attend all MCASC meetings and MCASC-related Special Sessions, as called. Must be present for all 3 roll calls in order to be considered “attended” each MCASC meeting.
- To record proceedings at the MCASC.
- To maintain on file all MCASC and subcommittee reports.
- To maintain a post office (PO) box for MCASC business.
- To maintain a list of member groups and update as necessary.
- To maintain and include in the minutes a contact list of all MCASC trusted servants including their telephone number and email address AND to assure list with personal contact information is removed from any on-line posting of the MCASC area minutes. (Continued...)



Secretary - Duties (continued)

- To provide for use at every MCASC meeting attendance lists of member groups and trusted servants and include in each area minutes.
Continued...
- To type and mail and/or email minutes and agendas to GSR's, subcommittee Chairpersons and MCASC officers no later than two (2) weeks prior to the MCASC meeting.
- To provide electronic copies of the following for MCASC meetings:
 - Groups will be able to request paper copies as needed
 - The minutes will be posted on the area website
 - 36 hard copies of Area agendas
- To record all vote tallies and enter them in the MCASC minutes, with the exception of election results.
- To keep all motion slips and group forms available.
- To maintain a current list of all MCASC officers and subcommittee Chairpersons and distribute them in the minutes with the date of term included.
- To distribute materials pertinent to the function of the MCASC (i.e. fliers, RCM reports, materials necessary for group conscience) in an appropriate, economical manner.
- To maintain a \$100 budget for the execution of above listed duties and present receipts to the Treasurer monthly.
- To chair in accordance with the order of succession as prescribed in MCASC policy.

7.4 Parliamentarian

7.4.1 Qualifications

- A minimum of two (2) years complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA
- Knowledge of the rules governing MCASC business.
- Knowledge of Robert's Rules of Order.
- Previous service experience.

7.4.2 Duties

- To attend all MCASC meetings and MCASC-related Special Sessions, as called. Must be present for all 3 roll calls in order to be considered "attended" each MCASC meeting.
- To advise on MCASC policy as well as Robert's Rules of Order.
- To update MCASC policy as changes occur.
- To distribute copies of the MCASC policy:



- Annually (February) to:
 - GSR's.
 - Committee Chairpersons.
 - MCASC officers.
 - To new groups as they join the MCASC.
 - To new GSR's as needed
- To distribute copies of the GSR Welcome Handbook to all new GSR's as they join the MCASC.
- To have copies of all the subcommittee policies
- To maintain a \$20 budget for the execution of above listed duties and present receipts to the Treasurer monthly.
- To chair in accordance with order of succession as prescribed in MCASC policy.

7.5 Treasurer

7.5.1 Qualifications

- A minimum of three (3) years complete abstinence from all mood and mind altering substances (Clean time is non-waivable).
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Knowledge of the rules governing MCASC business.
- Previous service experience.
- Basic mathematical skills.
- Must have a job or consistent income.

7.5.2 Duties

- To attend all MCASC meetings and MCASC-related Special Sessions, as called. Must be present for all 3 roll calls in order to be considered "attended" each MCASC meeting.
- To be custodian of all MCASC funds.
- To be cosignatory of MCASC bank account.
- To include each month's up to date financial report when the secretary distributes that month's MCASC minutes. Current minutes will be e-mailed/mailed with secretary's report.
- To present a full oral financial report at each MCASC meeting.
- To provide the most recent bank statement with the monthly minutes before minutes can be approved.
- To deposit funds collected at the MCASC within five (5) working days of the MCASC meeting.
- To disburse funds necessary in accordance with the MCASC decisions when funds become available.



- To be the only member of the MCASC to collect and disburse funds unless otherwise provided for in MCASC policy. This includes all group donations as well as payments for literature purchases.
- To ensure that all monies are accounted for by receipt.
- To maintain a prudent reserve as decided upon by the MCASC.
- To provide an annual treasury report at the February MCASC meeting.
- To chair in accordance with the order of succession as prescribed in MCASC policy.

7.6 Assistant Treasurer

7.6.1 Qualifications

- A minimum of three (3) years complete abstinence from all mood and mind altering substances (Clean time is non-waivable).
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Knowledge of the rules governing MCASC business.
- Previous service experience.
- Basic mathematical skills.
- Must have a job or consistent income.

7.6.2 Duties

- To attend all MCASC meetings and MCASC-related Special Sessions, as called. Must be present for all 3 roll calls in order to be considered “attended” each MCASC meeting.
- To assist the Treasurer in collecting funds while the MCASC is in session. This includes all group donations as well as payments for literature purchases.
- To serve as Treasurer in their absence.
- To work closely with the Treasurer and learn the duties required for that position.

7.7 Regional Committee Member (RCM)

7.7.1 Qualifications

- Minimum of three (3) years complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts on NA.
- Knowledge of the rules governing MCASC business.
- Previous service experience.
- The ability to attend all NJRSC meetings.

7.7.2 Duties

- To attend all regularly scheduled MCASC meetings, NJRSC meetings and special sessions. Must be present for all 3 roll calls in order to be considered “attended” each MCASC meeting.



- To act as a channel between MCASC and regional levels.
- To provide an accurate written report of all regional motions and issues of the previous NJRSC meeting.
- To provide an oral report at MCASC.

Regional Committee Member (RCM) – Duties

- To carry and present requested motions and group conscience motions at the NJRSC.
- To exercise judgment at the NJRSC on matters where group conscience is not available.
- To provide the MCASC Chairperson with additional items when necessary, allowing ample time for group conscience.
- To submit all new or updated information relevant to member group listings or meeting directories.
- To purchase and deliver state-wide meeting directories for MCASC.
- To deliver MCASC donations to regional treasurer and obtain a receipt.
- To schedule/coordinate workshops in MCASC, when necessary, to provide discussion and understanding on fellowship issues.
- The RCM may accept regional nominations during the final three (3) months of their term.
- To attend scheduled MARLCNA (Mid-Atlantic Regional Learning Conference) event (or similar event). Expenses will be reimbursed through MCASC funds. See MCASC financial policy for reimbursement criteria.
- Hold a workshop within 2 months of MARLCNA event.
- To chair in accordance with the order of succession as prescribed in MCASC policy.

7.8 Regional Committee Member Alternate (RCMA)

7.8.1 Qualifications

- Minimum of two (2) years complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Knowledge of the rules governing MCASC business.
- Previous service experience.
- The ability to attend all NJRSC meetings.

7.8.2 Duties

- To serve as RCM in their absence.
- To attend all regularly scheduled MCASC meetings, NJRSC meetings and special sessions. Must be present for all 3 roll calls in order to be considered “attended” each MCASC meeting.
- To work closely with the RCM and learn the duties required for that position.



- To attend scheduled MARLCNA (Mid-Atlantic Regional Learning Conference) events (or similar event), along with the RCM. Expenses will be reimbursed through MCASC funds. **See MCASC financial policy for reimbursement criteria.**
- To chair in accordance with the order of the succession as prescribed in MCASC policy.

7.9 RCM Proxy

In the absence of the RCM and RCMA, the RCM Proxy would have all the privileges and responsibilities of the RCM. This would include carrying the conscience of the MCASC and to exercise his or her judgment to vote in the best interest of the MCASC.

The RCM Proxy would be one of the trusted servants in accordance with the order of succession as stated in the MCASC policy as follows: Chairperson, Vice-Chairperson, Parliamentarian, Secretary, and Treasurer.

7.10 Literature Distribution Person

7.10.1 Qualification

- Minimum of two (2) years complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Knowledge of the rules governing MCASC business.
- Previous service experience.

7.10.2 Duties

- To attend all MCASC meetings and MCASC-related Special Sessions, as called. Must be present for all 3 roll calls in order to be considered "attended" each MCASC meeting.
- The MCASC Literature Distribution Person shall use MCASC-approved accounting forms for recording literature purchases.
- The Literature Distribution Person will maintain the standardized inventory of literature available for purchase, as referenced at the end of this policy.
- The Literature Distribution Person shall maintain an inventory of 3 medallions for every year up to and including 35.
- MCASC literature distribution shall provide new member groups a "starter kit", if needed. Contents to be determined by Literature Distribution Chairperson with the assistance of MCASC officers.
- MCASC will sell merchandise at a cost of 10% above the price of any item (rounded to the nearest \$0.05 increment). Any time World Service increases or



decreases prices, either on a single item or all items, MCASC prices will change to reflect this.

- When placing literature replenishment orders, literature distribution may not spend more than \$100 over the amount of literature purchases plus any literature allocated to H&I and PI subcommittees.
- To maintain a \$30 budget for the execution of above listed duties.
- Literature Distribution must include in the monthly area report a copy of the H&I Subcommittee's literature order form.
- To give out 25 free meeting lists to the active groups in our area during the months of January, May, and September.

7.11 Assistant Literature Distribution Person

7.11.1 Qualification

- Minimum of one (1) year complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Knowledge of the rules governing MCASC business.
- Previous service experience.
- The ability to attend all NJRSC meetings.

7.11.2 Duties

- To attend all MCASC meetings and MCASC-related Special Sessions, as called. Must be present for all 3 roll calls in order to be considered "attended" each MCASC meeting.
- To assist the Literature Distribution Person in filling literature orders while the MCASC is in session.
- To serve as Literature Distribution Person in their absence.
- To attend all regularly scheduled MCASC meetings
- To work closely with the Literature Distribution Person and learn the duties required for that position.

8 Standing Non-Voting Participants of MCASC

8.1 The MCASC shall have a **COFFEE MAKER**. This position shall be a non-voting participant of the MCASC.

The qualifications are membership in NA and a willingness to serve the MCASC. The term shall be for one (1) year. **Coffee Maker can hold another MCASC trusted servant position; a GSR is eligible to be Coffee Maker.**



8.1.1 Duties are as follows:

- To attend all MCASC meetings and MCASC-related Special Sessions, as called. Must be present for all 3 roll calls in order to be considered “attended” each MCASC meeting.
- Prepare coffee.
- Purchase supplies as needed.
- Clean-up the facility after MCASC meetings.
- Arrive at the facility early enough to allow adequate time to prepare for service workshop meetings.
- To maintain a budget of \$20 for supplies and to present receipts to the treasurer.

9 Standing Subcommittees

9.1 Current Standing Subcommittees

- Activities
- Hospitals & Institutions
- Literature Review
- Public Information
- Service Workshop (Has key to facility)
- Web Site

9.2 Rules Governing Standing Committees

Section 1: The MCASC may establish subcommittees as necessary to perform certain duties. These standing committees shall be formed upon approval of the voting members of the MCASC. Standing Subcommittees may include but not be limited to; Administrative, Activities, Hospitals & Institutions, Public Information, Service Workshop, Web, Literature Review or any other committee deemed necessary to carry out the work of the MCASC. Each committee Chairperson is elected by the voting members of the MCASC. Subsequent officers of each subcommittee will be elected by the subcommittee membership.

Section 2: All standing subcommittees of the MCASC shall create and adopt guidelines consistent with, the Twelve Traditions of NA and the World Service Conference (WSC) approved handbooks and guidelines including *Twelve Concepts of NA Service*, *A Guide to Local Services in Narcotics Anonymous* and *A Guide to World Services in Narcotics Anonymous*.

Section 3: The policies of each subcommittee must be reviewed and approved by the MCASC as a whole and need to be provided to the MCASC parliamentarian.

Section 4: Each standing subcommittee Chairperson (or in their absence, the Vice-Chairperson) shall submit a written report to the MCASC Secretary each month. This report will contain *work in progress*, a financial report and any other subcommittee activities.



Section 5: Each subcommittee Chairperson (or in their absence, the Subcommittee Vice-Chairperson) must attend corresponding regional subcommittee meetings. If they miss two (2) consecutive meetings they would have to be reaffirmed by the MCASC.

Qualifications for Subcommittee Chairperson

- Minimum of two (2) years complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Ability to devote the time and resources necessary.
- Willingness to attend regional subcommittee meetings.
- Service experience (especially being involved with the respective subcommittee as a member).
- Ability to give a subcommittee direction.
- Must be familiar with sections 4 and 5 of *Rules Governing Standing Committees* (see page 14).

9.3 Website Subcommittee

- The MCASC Website subcommittee must have a four (4) member group to respond to e-mail. **If subcommittee is lacking a “4 member group”, MCASC trusted servants MUST be utilized.**

For other qualifications see individual subcommittee policies.

10 Elections, Conditions, Terms, Removal & Resignation of MCASC Trusted Servants

10.1 Elections Procedures

- All nominations will be taken.
- A member must be present to be nominated and elected to a position.
- At the time of the nomination each nominee shall state if he/she accepts the nomination.
- The MCASC Chairperson shall also ask for volunteers.
- At the time of closing of nominations and volunteers, each candidate must state their qualifications, such as: clean time, past service experience, etc.
- All candidates shall respond to pertinent questions by members of the body as necessary.
- All candidates shall leave the room for the voting procedure.
- Election results will not be published by number.
- Clean time shall be waived, **via approved motion with 2/3 majority vote**, only in the absence of a qualified candidate.



10.2 Conditions of Election

Upon assuming the position of MCASC officer/ subcommittee Chairperson, the members must resign from any other currently held MCASC position. This rule does not apply to the Coffee Maker.

10.3 Terms of MCASC Trusted Servants

- MCASC officers and subcommittee Chairpersons shall be elected to a term of one (1) year or until their successors is elected.
- Their term shall begin at the end of the MCASC meeting in which they are elected.
- Required to attend all MCASC meetings. Must be present for all 3 roll calls in order to be considered “attended” each MCASC meeting.

10.4 Removal of MCASC Trusted Servants

A trusted servant may be removed for non-compliance. A simple majority vote is required for removal. Non-compliance includes but is not limited to;

- Relapse.
- Non-fulfillment of duties.
- Absence of two (2) consecutive MCASC meetings.

10.5 Resignation of Trusted Servants

In the event of the resignation of an MCASC officer or subcommittee Chairperson, he/she would be allowed to complete the MCASC meeting to help maintain continuity and to aid in the smooth transition of duties, except when an objection raised and supported by a simple majority vote of the body.

10.6 Length of Service

No MCASC trusted servant shall hold the same position for more than two (2) consecutive terms.

11 Motions and Quorum

11.1 Amendments to Policy

To create or change MCASC policy, the following is required:

- A motion must be made or seconded by a GSR at any MCASC meeting.
- All motions, including policy motions, will be voted on at the MCASC meeting that they are first addressed at, unless an objection is made by the MCASC body that will table the motion. A “motion to table” requires simple majority to pass.
- All policy motions require two-thirds (2/3) majority to pass.



11.2 Abstentions

Abstentions are a choice not to be present for the vote; they do not carry. If abstentions equal more than the prevailing vote (i.e. a minimum of 34% of the participants abstained) the motion does not carry. The vote may be tabled or resubmitted at the next MCASC meeting, or amended.

When abstentions out number pro/con votes on group conscience motions, the MCASC will table the vote until more information can be supplied to the GSR's.

11.3 Group Conscience Motions

- All motions being sent back from the NJRSC as a group conscience motion will automatically be sent back to the groups of the MCASC.
- Any motions coming from the MCASC require a simple majority vote to be sent back to the groups of the MCASC
- The Chairperson of the MCASC will send back any motion that in their opinion directly affects all the groups. Exceptions to this are any motions that are frivolous, dilatory, or that violate the Twelve Traditions and Twelve Concepts of NA; these would be ruled out of order.
- If group conscience motions taken back to the groups result in a tie vote at MCASC they fail. No individual may cast their vote as a group conscious vote to break a tie.

11.4 Quorum

- The MCASC shall require a *quorum* to conduct business. A quorum is defined as two-thirds (2/3) of the voting participants and half the officers in attendance.
- If a group is not represented at two (2) consecutive meetings it shall become an inactive member of the MCASC. Inactive members shall not be considered in determining quorum.
- To regain active status, the group must be represented at the MCASC and meet the requirements of a voting participant.
- Business shall be defined as any decisions or acts that affect the MCASC and member groups as a whole. Abstentions of participants do not affect quorum. To be recognized as part of quorum, a member must be seated.



12 Guidelines for MCASC Reports

12.1 GSR Report

12.1.1 Written Report Includes:

- Group information (i.e. name, time, day).
- Financial report.
- Attendance.
- Any special announcements.
- Group problems.

12.2 RCM Reports

12.2.1 Written Report Includes:

- Pertinent information.
- Regional or world issues discussed at regional conference.
- All motions addressed at the NJRSC and MCASC vote, where applicable.
- All group conscience issues needed for next NJRSC.
- Any NJRSC announcements.

12.2.2 Oral Report Restricted to:

- Motions up for group conscience.
- NJRSC announcements.
- Brief report of NJRSC business.

12.2.3 Report Time limit

- Ten (10) minutes for report.

12.3 Subcommittee Reports

12.3.1 Written Report Includes:

- All financial information.
- Attendance.
- Work in progress.
- Other subcommittee activity.
- Next meeting date, time, and location.

12.3.2 Oral Report Restricted to:

- Brief description of how the committee is operating.
- Any pertinent announcements.
- Next meeting date, time, location.

12.3.3 Report Time limit

- Five (5) minutes for report.



12.4 Treasurer Reports

12.4.1 Written Report Includes:

- Tabulation of all monies transacted since last report, broken down by group donations.
- Subcommittee allotment.
- Coffee expenses.
- Rent.
- NJRSC donations.
- Most recent bank statement.
- Ledger page.
- Reconciliation page.
- Other pertinent categories.

12.4.2 Oral Report Restricted to:

- Total donations.
- Expenditures.
- Balance.
- Significant transactions.

12.4.3 Report Time limit

- Five (5) minutes for report

12.5 Literature Distribution Report

12.5.1 Written Report Includes:

- Approved MCASC Literature & Meeting List Order Record
- *Note:* The MCASC Literature Distribution Subcommittee shall, upon request, make available to all MCASC members the completed approved MCASC order forms, WSO packing slips and a monthly report.

13 Financial Policy

13.1 General Area

- All financial transactions by any officer, subcommittee, coffee maker, group or other participant of the MCASC that in any way affects the funds or MCASC funds flow or any of its services shall be fully accounted for by printed receipt. Records shall be made available to any participant who requests it.
- There are two (2) signatures required on every check written by the MCASC. Signatories on the bank account are the **Chairperson, Vice-Chairperson** and **Treasurer**. In the event of a vacancy of one of these positions, additional signatory will fall under the order of succession as referenced in this policy.
- The treasurer shall only disperse funds to MCASC members based upon MCASC policy budget or a motion on the floor.



- Group donations and group payments for literature purchases shall be accounted for separately.
- The MCASC shall maintain a \$756 prudent reserve. Prudent Reserve covers three months of Operations Expenses: rent for MCASC, committee meetings, helpline donations, insurance donations and the meeting list fund.
- The MCASC shall maintain \$1,000 operational/reserve expenses (or as close as possible). This shall be based on the Treasurer's report immediately prior to the NJRSC.
- All funds in excess of \$1,000 shall be donated to the NJRSC unless otherwise specified by a simple majority vote of the MCASC. This shall be based on Treasurer's report immediately prior to the NJRSC.
- The MCASC shall rent a facility for subcommittee meetings at a cost of \$52 per month.
- The MCASC shall rent a facility for monthly MCASC meetings at a cost of \$50 per month.
- The MCASC shall supply each member group with twenty five (25) state-wide meeting directories in the months of January, May, September. All state-wide meeting directories beyond this quota will be purchased through the MCASC literature distribution subcommittee at MCASC cost by the individual group, as needed.
- The MCASC shall account for all money from the sale of state-wide meeting directories separately.
- The MCASC shall maintain a sinking fund for meeting directories of \$100 a month plus whatever money is collected each month for meeting lists sold.
- The MCASC will maintain a sinking fund for MARLCNA expenses of \$50 per month. Following the MARLCNA event in February, the sinking fund will be re-established to zero by returning all remaining monies to the general fund.
- The MCASC shall have yearly financial audit in February with Treasurer, Chair, Vice Chair, Parliamentarian, and anyone else who wishes to attend.
- The MCASC shall designate \$25 per month toward NJRSC Helpline costs.
- The MCASC shall designate \$25 per month toward NJRSC Insurance costs.
- The MCASC shall fund, via approved motion all MCASC trusted servants for trips involving MCASC business.
- Event expenses eligible for reimbursement will include, but are not limited to:
 - lodging if required
 - gas/tolls
 - event registration (if required)
 - meals
- The MCASC shall purchase a copy of the CAR. (Narcotics Anonymous World Services Conference Agenda Report) for each member group, the Administrative body and committees when made available.



13.2 Financial Policy-Specific

13.2.1 Literature Distribution

- Literature distribution will sell merchandise at a cost of 10% above the price of any item (rounded to the nearest \$0.05 increment). Any time World Service increases or decreases prices, either on a single item or all items, MCASC prices will change to reflect this.
- When placing orders, literature distribution may not spend more than \$100 over the amount of literature intake.
- Literature Distribution has a \$15 budget to cover cost of supplies.

13.2.2 Literature Review

- The MCASC shall provide a revolving budget fund of up to \$50, for the MCASC literature review subcommittee.

13.2.3 Hospital and Institutions (H&I)

- The MCASC H&I subcommittee may receive up to \$300 per month; \$200 of which will go towards literature as determined necessary by the H&I subcommittee, and \$100 towards other expenditures.
- The H&I monthly literature report, given at the MCASC meeting, shall include literature received and literature used and copies of all receipts submitted for reimbursement from funds reserved as other expenditures.

13.2.4 Public Information (PI)

- The MCASC PI subcommittee shall receive \$100 per month in expenditures.

13.2.5 Activities

- The MCASC activities subcommittee shall maintain \$500 in *seed* money.
- Any requests from groups for seed money for group activities will go through the activities subcommittee.
- In the event that there are not enough funds in the activities account, the activities subcommittee will request extra funds needed from the MCASC.
- Provide the most recent bank statements for the activities subcommittee with the monthly minutes before the minutes can be approved by the MCASC area.



13.2.6 Service Workshop

- The MCASC shall provide a revolving budget fund of up to \$15.00 for expenses/copies.

Operations Budget	Dollars
MCASC Rent	50
MCASC Sub-Committee Rent	52
Meeting List Fund	100
NJRSC Helpline	25
NJRSC Insurance	25
Monthly Budget	Dollars
Secretary	100
Parliamentarian	20
Lit Distribution	30
Coffeemaker	20
Activities Committee	500
Lit Review Committee	50
H&I Committee	300
PI Committee	100
Service Workshop	15
MARLCNA Fund	50

* Prudent Reserve is 3 months of Operations Budget.

14 Suggested Duties of GSR

14.1 Suggested Duties

- The MCASC shall make available, a list of suggested duties for all new GSR’s and their alternates.

The following is a compilation of suggestions taken from approved NA literature for all new GSRs. The MCASC has no intention of dictating to the group or the individual on how to ultimately fulfill the commitment, however, as per MCASC policy, these guidelines are to be made available to those who are interested. In keeping with the second concept, the final responsibility and authority for NA services rests with the NA groups.

- Attend the ASC monthly meeting, including the area workshop meeting.
- Make donations to the ASC on behalf of the group.
- Purchase and pick up NA literature at the ASC on behalf of the group.
- Provide to the ASC a written and oral report concerning the represented groups’ problems, announcements or any other pertinent information. The written report should include the groups’ information, donation, attendance, special announcements



and GSR's contact information for mailing of minutes. For more information, see section 12.1.

- Provide to the group a report on ASC business, which includes but is not limited to: announcements, open service positions, motions on the floor, motions voted on or any other pertinent information in order to keep group member informed about the area as a whole.
- Attend the annual GSR workshop hosted by the ASC or Region.
- Attend workshops, learning days and other NA-related events to further their knowledge.
- Have knowledge on how to conduct a business meeting.
- Chair the monthly group business meeting (as per group policy).
- Network with other GSRs to see *what does* and *what does not* work for them as a GSR.
- Work with and train the GSRA to enable a smooth transition when the GSR is absent or has completed their commitment.
- Have knowledge of the group policy and the ASC policy so that business can be conducted in an appropriate and timely manner.

14.2 Sample Business Meeting Format

A sample business meeting format is provided below. Again, this does not dictate how a group should conduct a business meeting, but is meant to serve as a suggested guideline.

- Open business meeting with a moment of silence, followed by the serenity prayer.
- Reports:
 - Chair
 - GSR
 - Treasurer
 - Discuss area donation and literature purchase.
- Old business: open commitments tabled from last month, any concerns that came up in last month's business meeting.
- New business: new commitments, new group members, anniversary.
- Area Business:
 - Open service positions, motions on the floor, motions from area, motions to area and announcements to area.
- Close meeting.

For more information regarding the GSR, GSRA, Area, Region, Traditions or Concepts, please refer to NA approved literature, including but not limited to: *A Guide to Local Service in NA*, *A Guide to World Service in NA*, *The Twelve Concepts of NA Service*, *The Group Booklet*, or any other available literature by NAWS.