

Mountain Area Service Committee
May 21, 2023
End of the Road Johnson City, TN

The MASC meeting opened with a moment of silence, followed by the Serenity Prayer @ 3:05 PM. Purpose & Function of MASC was read by Johna W., Lexee read the 12 Traditions; Catherine P. read the 12 concepts.

ROLL CALL

Administrative Committee

Chair: vacant at roll call, Johna W. voted in

Vice Chair: Johna W. - present

Secretary: Angela S. - present

Alt. Secretary: Catherine P - present

Treasurer: Phil S. - absent (Terry F filled in to provide treasurer's report)

Alt. Treasurer - vacant

RCM – Eddy G. present

Alt. RCM – vacant

Groups

1. Anonymous / Marion, VA - Absent
2. **End of the Road / Johnson City, TN - present – Lexee C.**
3. Faith in Recovery / Gate City, VA - Absent
4. **Friends of Jimmy K. Group / Johnson City, TN - present - Dottie G.**
5. **Just for Today Group / Elizabethton, TN - present - Dexter W.**
6. Marion Survivors / Marion, VA - Absent
7. **Miracles Happens Group / Johnson City, TN - present - Reggie G.**
8. **New Day Group / Abingdon, VA present – Ben D. (Proxy)**
9. **New Way of Life Group / Kingsport, TN- present - Chris P.**
10. **Nothing to Fear Group / Johnson City, TN - present – Chris M.**
11. **Primary Purpose Group / Greeneville, TN - present – Chris Mc.**
12. Right Foot Forward / Rogersville, TN - Absent
13. **Serenity Sisters Group / Johnson City, TN - present – Amanda B.**
14. Surrender To Win Group / Bristol, TN - Absent

New Groups: 0

Voting Groups counted: 9

Voting Groups present: 9

Quorum met: yes

Subcommittees

Activities: Present- Lexee C.

Hospitals & Institutions: Present- Vanessa B.

Literature: Present- Ben D.

Policy: Present - Catherine P.

Public Relations: Present - Brooke B.

Outreach: Present - Reggie G.

REPORTS

Administrative Committee

Secretary: by Angela S. and Alt. Secretary Catherine P. Minutes from April 16, 2023, were compiled and distributed.

Motion to waive reading of April minutes made by: Amanda B. Seconded by: Lexee C.

Vote: Approved 9-0-0

Motion to accept by: Lexee C. Seconded by: Chris M Vote: Approved 9-0-0

Treasurer: by Phil S. (Terry F. provided report in Phil S. absence) Updated MASC - Ledger enclosed

Amendments: none

Motion to Accept by: Chris M. Seconded by: Lexee C. Vote: Approved 9-0-0

Literature: by Ben D. Updated Literature - Ledger enclosed.

Amendments: none

Motion to Accept by: Chris Mc. Seconded by: Chris M. Vote: Approved 9-0-0

RCM: Eddy

Updated MASC on last Regional Service Committee meeting - report enclosed

Subcommittees

Activities – Lexee - enclosed

Hospitals & Institutions – Vanessa B. - enclosed

Policy – Catherine P. - enclosed

Public Relations – Brooke B. - enclosed

Outreach – Reggie G. - enclosed

Groups

End of the Road – Lexee C. - enclosed

Friends of Jimmy K. – Dottie G. - enclosed

Just for Today – Dexter W. – enclosed

Miracles Happen - Reggie G. - enclosed

New Day – Ben D. – enclosed

New Way of Life - Chris P. - enclosed

Nothing to Fear – Chris M. - enclosed

Primary Purpose - Chris Mc. - enclosed

Serenity Sisters – Amanda B. - enclosed

OPEN FORUM

Chris M. brought up asking home groups to see how they felt about changing days and time for area meeting.

Pros and Cons were tossed around, and home groups will be asked for input.

Chris M. asked to table till next month, all agreed.

OLD BUSINESS

Johna W. nominated new Area Chairperson, went back to groups

ELECTIONS & NOMINATIONS

Johna W. voted in as Chairperson

There are positions open in the Area Service Committee and on subcommittees.

NEW BUSINESS

Catherine P. submitted a motion to vote on @ home groups, housekeeping changes in policy.
The motion is enclosed.

Motion to give Outreach \$100 for stamps. Motion is enclosed.

Amanda B motioned to switch Volleyball from the 25th to the 18th of June. Motion passed.

Motion to change next ASC meeting to June 25th due to Father's Day. Motion passed.

7th Tradition

Basket was passed to collect funds for MASC meeting rent and supplies. Funds given to End of the Road group, \$19.00.

NEXT MEETING

June 25th, 2023 @ 3:00pm; Subcommittees at 1:00pm

Location: Miracles Happen, Johnson City TN

Motion to Close by: Catherine P. Seconded by: Lexee C. Vote: Approved 9-0-0

Closed with a moment of silence followed by Serenity Prayer @ 4:26 pm

FINANCIAL LEDGER

MOUNTAIN AREA of N.A.

April 2023(FY July 2022-June 2023)

BEGINNING BALANCE	Month	\$2,158.39	YTD	\$2,304.52
Group Donations				
A New Day Group	\$98.00		\$423.00	
Anonymous Group			\$470.00	
Serenity Sisters	\$60.58		\$396.79	
Friends Of Jimmy K	\$20.00		\$330.50	
The End Of The Road	\$43.00		\$451.95	
Miracles Happen	\$109.20		\$841.70	
Nothing To Fear			\$948.98	
Primary Purpose	\$31.00		\$290.66	
Just For Today	\$50.00		\$425.00	
A New Way of Life	\$6.80		\$171.80	
			\$0.00	
			\$0.00	
			\$0.00	
Total Group Donations	\$418.58		\$4,750.38	
Other Receipts				
Activities	\$170.10		\$1,321.66	
P I			\$0.00	
Misc			\$24.00	
Literature Sales	\$719.50		\$5,117.12	
Total Other Receipts	\$889.60		\$6,462.78	
Total Receipts		\$1,308.18		\$11,213.16
SUBTOTAL		\$3,466.57		\$13,517.68
EXPENDITURES				
Secretary				
Minutes			\$0.00	
Copies			\$51.24	
Postage			\$0.00	
Supplies			\$0.00	
Outreach			\$120.00	
Treasurer Supplies			\$32.50	
Not For Profit Filing			\$308.95	
Literature Supplies			\$22.11	
H&I				
Learning Days			\$0.00	
PR				
Phoneline			\$0.00	
Meeting Schedules	\$42.17		\$332.36	
Posters			\$0.00	
Website	\$14.99		\$336.64	
Copies			\$0.00	
Misc.			\$0.00	
RCM			\$68.00	
Travel			\$0.00	
Copies			\$6,305.63	
MANA LSC	\$839.03		\$1,425.87	
Activities	\$500.00		\$0.00	
Bank Charge			\$497.00	
Storage Unit	\$53.00		\$148.00	
PO Box Rental	\$148.00		\$3,000.00	
VRSC Donation	\$1,000.00			
Total Expenditures		\$2,597.19		\$12,648.30
ENDING BALANCE		\$869.38		\$869.38

MOUNTAIN AREA OF NA REGIONAL COMMITTEE MEMBER REPORT

Date of last Volunteer Region Service Committee meeting: 5/7/23

Location: Murfreesboro, TN; Doubletree Inn

RCM: Eddy G.

Attended Meeting? Yes - virtually

RCM Alternate: Vacant

Volunteer Region News and Announcements:

- VRSC debit card to be held by secretary, rather than treasurer
- VRC will begin using QuickBooks to manage finances and will seek to obtain their own tax ID number, rather than using VRSC's
- PO Box moving to Murfreesboro: PO BOX 12053, 37129
- Lee K. from Chattanooga elected as Region H&I Chair
- Scott M. was elected to be Zonal Facilitator
- Scott K. was elected to be Zonal Delegate
- Financial: \$21k excess; \$2k to Zone & \$19k to WSO

Motions and directives delivered from/for MASC

- I delivered a report outlining how wonderful the recovering community is here.
- MANA was asked to return all leftover merchandise or proceeds from sales of merchandise left over from the last Volunteer Regional Convention.

Next VRSC Meetings:

- Mid-Casual meeting will be 6/13/23 at 6:00 pm CT - virtual
- Regular meeting 8/6/23 Murfreesboro 9:30am CT
- Policy and Procedures 6/20/23 6:00pm CT

MOUNTAIN AREA OF NA SUBCOMMITTEE REPORT

Subcommittee: Activities Date: 5.21.23
 Chair: Lexee C. Phone: 423.482.5809
 Vice-chair: Amanda B. Secretary: Terry F.

News and Announcements: Pre-sale T-shirt money is due by June 15th. Order forms will be passed out during the GSR reports to be sent to home groups. We will start having monthly activities meetings at Pike House Coffee JC every 2nd Thursday, time TBD. We will be going tubing at Zen Tubing in Asheville, NC On July 22nd, money will be due by June 30th. Volley Ball June 4th & 25th 2:00 - 4:00 pm Kiwanas park in JC
 How can MASC support you better? _____

Next Meeting Date: _____ Time: 1:00 pm
 Location: T.B.D

MOUNTAIN AREA OF NA SUBCOMMITTEE REPORT

Subcommittee: H&T Date: 5/21/23
 Chair: Vanessa B. Phone: (423) 491-2013
 Vice-chair: Vice Chair Secretary: Josh G.

News and Announcements: ~~#~~ Working on getting jail meeting @ Washington County
Subcommittee moving to virtual first meeting June 17. Documentation will be electronic. 2-2:30 subcommittee will be for orientation & recruiting

How can MASC support you better? Announce H&T changes at home groups

Next Meeting Date: June 17, 2023 Time: 12 noon
 Location: Zoom

MOUNTAIN AREA OF NA SUBCOMMITTEE REPORT

Subcommittee: Policy & Procedures Date: 5/21/23

Chair: Catherine P Phone: 423 609 8088

Vice-chair: vacant Secretary: vacant

News and Announcements: see attached report

How can MASC support you better? trusted servants willing to learn about policy

Next Meeting Date: to be determined Time: _____

Location: pending next ASC - will be posted on website

May 21, 2023

Greetings MASC friends,

The first Policy and Procedures subcommittee meeting since revitalization of the subcommittee took place on May 19. The meeting was held virtually on Zoom and announced on the Mountain Area website approximately 3 weeks in advance. It was not attended, so any individuals who are interested in serving on or learning about the policy subcommittee are encouraged to contact me so I can keep them updated on the date of the next meeting, which will also be posted on the Mountain Area website again as soon as date and time are selected.

I have found several small housekeeping changes to make in the MANA policy, and will present a motion for these changes later today. These include spelling and grammatical errors, but no changes to content or intent of policy. I am interested in hearing from the body whether they think our current policy is working well. If you have feedback on this, please attend our next subcommittee meeting.

Additionally, in keeping with current MANA policy's guidance that "subcommittees should create, adopt, and maintain guidelines that are consistent with MASC guiding documents," a subcommittee policy will be drafted over the next month or so. The subcommittee will vote to approve this when it is finished. More will be revealed.

The Policies and Procedures subcommittee is also available as a resource for policy and parliamentary questions, as well as available to groups who are seeking support developing policy for their home groups.

Thank you for letting me serve,

Catherine P

MOUNTAIN AREA OF NA SUBCOMMITTEE REPORT

Subcommittee: Public Relations Date: 5/21/23

Chair: _____ Phone: 423-833-1456

Vice-chair: Brooke B. Secretary: Jamie P.

News and Announcements: Next event: Flyer Day (in partnership with outreach) June 10th, 11:00 a.m., Unicoi Co. at Dari Ace, 1105 Jackson Love Hwy, Erwin, TN
June 24th, 11:00 a.m., Rogersville/Hawkins Co., meeting place TBD at next area meeting (Golden Dairy)

How can MASC support you better? Budget information (for matchbooks & possibly an NFA table cover to set up at local festivities) - to discuss at next PR subcommittee meeting

Next Meeting Date: 6/18/23 Time: 1:30 pm

Location: TBD

MOUNTAIN AREA OF NA SUBCOMMITTEE REPORT

Subcommittee: Outreach Date: 5-21-23
 Chair: Leggie Phone: 423 773-0749
 Vice-chair: _____ Secretary: Missy

News and Announcements: Placed Literature
in Courthouse in Erwin, Probation
Office, and Union County City Hall
Greenville, started clients as long papers
on stamp. Outreach will 6-10-23
to do a flyer day in Erwin Union Ham
and 6-24 will do a flyer poster day
in Hawkins, Request \$100.00 for NA-STAMPS
I've Ask Eddie to handle ordering stamps
 How can MASC support you better? _____

Next Meeting Date: 6-18-23 Time: _____

Location: _____

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: End of the road Date: 5.21.23

GSR: Lexee C. Alternate: Ryan C.

Secretary: Josh G. Treasurer: Bradley S.

Proxy Rep.: _____ Average Meeting Attendance: 20-30

Treasury Report

Beginning Balance: _____

Contributions: _____

Rent: _____

Other Expenses: _____

Area Donation: \$ 119

Balance (reserve): _____

Group News and Announcements

Sandy C & Bradley S are celebrating on June 11th Dottie G will be speaking. Lexee C will be celebrating June 25th Ashley V will be speaking. Mike B to possibly be our speaker on July ~~11~~ 12th.

How can MASC support you better? _____

Changes? Time(s): _____ Day(s): _____

Location: _____

Format: _____

No Changes

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: Friends of Jimmy K. Date: 5/22/23

GSR: Dottie G. Alternate: _____

Secretary: Eddy G. Treasurer: Catherine P.

Proxy Rep.: Eddy G. Average Meeting Attendance: 10 per meeting

Treasury Report 0 Beginning Balance: 10.00

Contributions: 132.00

Rent: 60.00

Other Expenses: 12.00 (literature)

Area Donation: 60.00

Balance (reserve): 0.

Group News and Announcements

How can MASC support you better? Support our meetings! ;)

Changes? Time(s): _____ Day(s): _____

Location: _____

Format: _____

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: JUST FOR TODAY Date: 5/21/23

GSR: DEXTER W. Alternate: NONE

Secretary: STEVE W. Treasurer: DEXTER W.

Proxy Rep.: GREG V. Average Meeting Attendance: 4-8

Treasury Report

Beginning Balance: \$42.28

Contributions: \$88.00

Rent: \$25.00

Other Expenses: \$20.00

Area Donation: 0

Balance (reserve): \$85.28

Group News and Announcements

Thursday evening meeting (6-7 pm) is being discontinued

How can MASC support you better? Support by attending the meeting (Wed @ 8pm) and Saturday @ 12:15pm

Changes? Time(s): _____ Day(s): _____

Location: _____

Format: _____

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: Miracles Happen Date: 5-21-23

GSR: Missy Alternate: _____

Secretary: Brooke Treasurer: Reggie

Proxy Rep.: Reggie Average Meeting Attendance: 40-90

Treasury Report Beginning Balance: 0

Contributions: \$583.00

Rent: 76.00

Other Expenses: 100.00 - Coffee
cleaner

Area Donation: 99.31

Balance (reserve): 0.00

Group News and Announcements

Meetings are going well, Fridays
meetings^{att.} are really large, because they are
sending Willow-women- and Magnific- NEW
to the same meetings. - Running out of literature
this month we bought extra literature

How can MASC support you better? _____

Changes? Time(s): 7:00 pm Day(s): Mondays, Fridays + Saturdays

Location: 105 South Boone Street
JC, TN 37604

Format: _____

Group Report Form

Group Name A New Day Group

Location Abingdon, VA

Date Submitted May 21, 2023

GSR _____ Trusted Servants _____
Alt GSR _____

Secretary ~~Donna~~ Phil Treasurer DONNA

Proxy vote Ben

Beginning balance _____ Treasury Report _____
Attendance 4-8

Contributions _____ Prudent Reserve \$35

Expenditures _____ Area Donation \$175

Balance _____

Meetings and Announcements

Our 18th annual picnic is scheduled
for June 17th. Steve W will be our
speaker.

Send minutes to: _____

E-mail _____

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: NEW WAY OF LIFE (KINGS-PORT) Date: 5-21-23

GSR: CHRIS PROBST Alternate: _____

Secretary: _____ Treasurer: JOHN

Proxy Rep.: KBN Average Meeting Attendance: 15-20

Treasury Report

Beginning Balance: _____

Contributions: _____

Rent: _____

Other Expenses: 20 KEYTAGS; 1 MEDALLION

Area Donation: \$ 78.00

Balance (reserve): _____

Group News and Announcements

DAVID MOVED; CHRIS IS THE NEW GSR

How can MASC support you better? _____

Changes? Time(s): 7 PM Day(s): TUES, SAT
12 NOON Day(s): THURS

SAME AS BEFORE Location: _____

Format: OPEN DISCUSSION

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: Nothing to Fear Date: 5/21/23

GSR: Chris M Alternate: Dylan P

Secretary: Erin M Treasurer: Maria R.

Proxy Rep.: _____ Average Meeting Attendance: 35

Treasury Report

Beginning Balance: 0

Contributions: _____

Rent: _____

Other Expenses: 4.2 - 127.70

Area Donation: 380.00

Balance (reserve): 0

Group News and Announcements

We meet Tuesdays & Thursdays
at 7:00 PM. Come see us!

How can MASC support you better? _____

More will be revealed -

We would like for area to gauge interest in changing
the day
of the
ASC.

Changes? Time(s): _____ Day(s): _____

Location: _____

Format: _____

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: PRIMARY Purpose Date: 5-21-23
 GSR: CHRIS MC. Alternate: CHERY A in training
 Secretary: Michael D. Treasurer: ANNA L.
 Proxy Rep.: _____ Average Meeting Attendance: 4-26

Treasury Report

Beginning Balance: _____
 Contributions: _____
 Rent: _____
 Other Expenses: _____
 Area Donation: \$ 21.00
 Balance (reserve): _____

Group News and Announcements

Meetings are going well.
We would like to see more support
from out of town.
Fred H. will be speaking in Greenville tonight.

How can MASC support you better? _____

Changes? Time(s): _____ Day(s): _____
 Location: _____

 Format: _____

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: Serenity Sisters Date: 5/21/23

GSR: Amanda B Alternate: Johnna W

Secretary: Leah L Treasurer: Chelsea D

Proxy Rep.: Kim B Average Meeting Attendance: 15-25

Treasury Report

Beginning Balance: 0

Contributions: 170.54

Rent: 30.00

Other Expenses: 94.00

Area Donation: 46.54

Balance (reserve): 0

Group News and Announcements

Chelsea D - May 22 - 7 years

July 10 - no meeting due to VBS

How can MASC support you better? _____

n/a

Changes? Time(s): _____ Day(s): _____

Location: _____

Format: _____

Date Submitted: _____

MOUNTAIN AREA SERVICE COMMITTEE MOTION FORM

Motion Maker: Reggie, of Outreach

Seconded by: Chris M, GSR of Nothing to Fear Group

Motion: ASK AREA FOR \$100.00
to purchase stamps for homegroups

Intent: To fulfill our 5th tradition
IN CARRYING OUR MESSAGE, and allowing
people to ATTEND MEETINGS, which now are
NOT ALLOWED to ATTEND MEETINGS outside of
their immediate AREAS

Financial Impact: \$100

Referred to Groups? _____ Tabled? _____ Amended? _____ Rescinded? _____

Date of Vote: _____ Quorum: _____ Yes: _____ No: _____ Abst: _____

Results Carried: _____ Failed: _____

Other: _____

Date Submitted: _____

MOUNTAIN AREA SERVICE COMMITTEE MOTION FORM

Motion Maker: Catherine P, of Policy & Procedures subcommittee

Seconded by: Eddy G, ^{proxy rep} GSR of Friends of Jimmy K Group

Motion: To make 6 housekeeping (spelling & grammar)
changes to MASC policy, see attached proposed changes
"Roberts" → "Robert's"

"Narcotic Anonymous" → "Narcotics Anonymous"
added period at end of sentence

"group conscious" → "group conscience" in two places

"A guide to Local Services" → "A Guide to Local Services"

Intent: To correct errors in policy

Financial Impact: None.

Referred to Groups? _____ Tabled? _____ Amended? _____ Rescinded? _____

Date of Vote: _____ Quorum: _____ Yes: _____ No: _____ Abst: _____

Results Carried: _____ Failed: _____

Other: _____

Policies and Procedures for the Mountain Area Service Committee of Narcotics Anonymous
Proposed update 5/21/23

Table of Contents

I. Purpose of the Mountain Area Service Committee2
II. Function of the Mountain Area Service Committee2
III. Guiding Documents2
IV. Mountain Area Group Membership2
V. Mountain Area Service Committee Membership3
VI. Subcommittees5
VII. Elections
.....6
VIII. Resignation and Removal of Trusted Servants.....7
IX. Meetings of the Mountain Area Service Committee7
X. Voting Procedures8
XI. Financial Guidelines9

Preface

These policies have been compiled as an aid to understanding the proceedings at Mountain Area Service Committee (MASC) meetings and to help us conduct business in a practical and spiritual manner.

I. Purpose of the Mountain Area Service Committee

In keeping with the First Concept of Service, the purpose of the Mountain Area Service Committee shall be to respond to the needs and collective conscience of its member groups and to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.

II. Function of the Mountain Area Service Committee

The function of the Mountain Area Service Committee shall be to unify the groups within its area, to whom it is ultimately responsible, support individual groups by providing services and pooling resources, carry the message of recovery through its various subcommittees, and contribute to the growth of Narcotics Anonymous and enhance the quality of Narcotics

Anonymous as a whole, by supporting the Volunteer Region Service Committee.

III. Guiding Documents

- D. The committee shall take no action that conflicts with the Twelve Concepts and the Twelve Traditions of Narcotics Anonymous.
- E. The committee will comply with all the following documents in this order of precedence:
 - 1. The 12 Traditions of NA
 - 2. The 12 Concepts for NA Service
 - 3. A Guide to Local Services in NA
 - 4. The MASC Policies and Procedures
 - 5. The rules contained in the latest edition of "Robert's Rules of Order"

IV. Mountain Area Group Membership

- D. MASC serves groups within the Mountain Area of the Volunteer Region of NA. All member groups will follow the Six Points, which are based on our traditions and describe an NA group as such:
 - 1. All members of a group are addicts and addicts are eligible for membership.
 - 2. As a group, they are self-supporting.
 - 3. As a group, their single goal is to help addicts recover through application of the Twelve Steps of Narcotics Anonymous.
 - 4. As a group, they have no affiliation outside of Narcotics Anonymous.
 - 5. As a group, they express no opinion on outside issues.
 - 6. As a group, their public relations policy is based on attraction rather than promotion.
- E. Any NA group within the Mountain Area is welcome to join MASC provided that a Group Service Representative (GSR) attends a MASC meeting, requests membership in the Mountain Area, and agrees to abide by the Six Points listed above.
- F.
 - 1. All MASC member groups will be listed on all MASC meeting lists.
 - 2. Any NA group inside or within 100 miles of the Mountain Area borders is welcome to be included on the MASC meeting schedule provided that a Group Service Representative (GSR) attends a MASC meeting, requests to be included on the meeting schedule, and agrees to abide by the Six Points.

- A. A MASC member group will be granted voting privileges after having attended two consecutive monthly MASC meetings. A MASC member group will be denied voting privileges after having been recorded as absent for two consecutive monthly MASC meetings. Voting privileges may be restored after having attended two consecutive monthly MASC meetings.
- B. In keeping with the function of the area, MASC administrative committee members, collectively, are expected to attend meetings of all member groups at least once every three months.
- C. By request any group may forfeit their group membership from the Mountain Area or inclusion on the meeting schedule. Forced membership or meeting schedule removal requires a motion and a two-thirds majority vote from GSRs in attendance at the MASC meeting at the time when the motion is presented.

V. Mountain Area Service Committee Membership

- D. MASC members are Group Service Representatives (GSRs), Administrative Committee members, and Subcommittee Chairs[.]
- E. Group Service Representative (GSR) Requirements and Responsibilities
 - 1. Elected by and serve at the request of member groups
 - 2. Carries group ~~conscience~~ conscience and concerns to MASC
 - 3. Submits a monthly written report to MASC which includes upcoming group events, group needs, meeting status updates, and total donations to MASC for the month
 - 4. Performs other duties and responsibilities as directed by their group's policies and guidelines
 - 5. In the event the GSR cannot attend the MASC meeting, member groups may also be represented by their GSR Alternate or by a group designated proxy representative. Proxy representatives are required to present a written statement signed by their group's GSR or GSR Alternate in order have a vote on the MASC meeting floor.
- F. Administrative Committee Requirements and Responsibilities
 - 1. Chairperson
 - a. One-year commitment
 - b. Two-year minimum consecutive clean time requirement
 - c. Handles and directs all MASC correspondence
 - d. Is one of three MASC checking account signatories

- a. Upholds and enforces the Rules of Order as explained on page 104 of *A Guide to Local Services in NA*
 - b. Maintains MASC archives and property in the absence of the Secretary
 - c. Maintains copies of subcommittee guidelines
 - d. Trains the Vice-chairperson in the performance of the duties of the Chairperson
 - e. Calls and chairs Administrative Committee meetings as needed
 - f. Appoints Ad-hoc Committee Chairpersons as needed
 - g. Announces to members the postponement or change of venue of MASC meetings due to inclement weather or other unforeseen circumstances
1. Vice-chairperson
 - a. One-year commitment
 - b. One-year minimum consecutive clean time requirement
 - c. Assists the Chairperson with duties relating to MASC
 - d. Chairs the MASC meeting in the absence of the Chairperson
 - e. Coordinates subcommittees and assumes responsibility for active subcommittees that lack chairpersons
 - f. If elected, is expected to assume role of Chairperson when term expires
 2. Secretary
 - a. One-year commitment
 - b. One-year minimum consecutive clean time requirement
 - c. Keeps accurate records of all MASC meetings
 - d. Maintains and files all documents submitted to MASC
 - e. Distributes copies of all MASC meeting minutes to MASC members no later than fourteen days following each meeting.
 - f. Maintains list of all current MASC member names, phone numbers and email addresses
 - g. Provides blank forms for motions, reports, nominations, and

elections at MASC meetings

- h. Trains the Alternate Secretary in the performance of the secretary's duties
 - i. Makes available at MASC meetings archives from the previous year
 - j. May be one of the MASC bank account signatories
 - k. Facilitates all MASC correspondence
 - l. Provides to all new members a copy of the MASC guidelines
 - m. Chairs the MASC meeting in the absence of Chairperson and Vice-chairperson
3. Alternate Secretary
- a. One-year commitment
 - b. One-year minimum consecutive clean time requirement
 - c. Assists the Secretary with duties related to MASC
 - d. If elected, is expected to assume role of Secretary when term expires
4. Treasurer
- a. One-year commitment
 - b. Four-year minimum consecutive clean time requirement
 - c. Two-year minimum of active service involvement in NA
 - d. Custodian of MASC funds as received from all sources
 - e. Disburses available funds in accordance with MASC decisions
 - f. One of the MASC bank account signatories and must be one of the signers to all checks.
 - g. Provides monthly income and expense reports to MASC and reconciles books with bank statements
 - h. Provides monthly reports and annual reports each July of existing subcommittee budgets and expenditures
 - i. Makes a full financial report at end of term
 - j. Maintains the MASC books and makes them available for review

at each MASC meeting

- n. Trains the Alternate Treasurer in the performance of Treasurer duties

5. Alternate Treasurer

- a. One-year commitment
- b. Three-year minimum consecutive clean time requirement
- c. One-year minimum of active service involvement in NA
- d. Assists the Treasurer with duties related to MASC
- e. If capable, assumes role of Treasurer in Treasurer's absence
- f. If elected, is expected to assume role of Treasurer when term expires

6. Regional Committee Member (RCM)

- a. Two-year commitment
- b. Four-year minimum consecutive clean time requirement
- c. One-year minimum of active service involvement in NA
- d. Carries the MASC **conscious conscience and concerns** to the Volunteer Region Service Committee (VRSC)
- e. Returns concerns and interests from VRSC to MASC for consideration
- f. Submits a written report at each MASC meeting
- g. Trains the RCM Alternate in the performance of RCM duties

7. Regional Committee Member Alternate

- a. Two-year commitment
- b. Three-year minimum consecutive clean time requirement
- c. Performs the RCM Regional and Area level duties in the absence of the RCM
- d. If elected, is expected to assume role of RCM when term expires

VI. Subcommittees

- G. Subcommittees are necessary to perform specific duties to fulfil the MASC

purpose and function. Currently, the following subcommittees have been formally recognized:

1. Activities
2. Hospitals and Institutions
3. Literature
4. Outreach
5. Policy
6. Public Relations

- A. It is recommended that subcommittee chairs have at least two years of consecutive clean time and at least one year of service in the subcommittee they seek to chair.
- B. Subcommittee chairs should be present for the entirety of all MASC meetings.
- C. Subcommittees will create, adopt, and maintain guidelines that are consistent with MASC guiding documents.
- D. Subcommittees are encouraged to submit annual budgets to MASC for review by Administration and approval by member groups to ensure an efficient flow of funds. Otherwise, all unbudgeted requests for funds must be submitted in motion form at the MASC meeting, approved by the treasurer, and need a two-thirds majority vote from GSRs for approval.
- E. Aside from working as a liaison between the communities within the Mountain Area and NA, the Public Relations subcommittee responsibilities will include the Area helpline, the design and printing of meeting lists, the Area website, and other information technology and internet presence tasks.
- F. If operable, the Mountain Area Convention of NA (MACNA) committee will operate as a separate entity from MASC, but shall remain answerable to MASC, and the MACNA chairperson will be elected at the MASC meeting.

VII. Elections

Vacated or expiring trusted servant positions will be announced at MASC meetings. Member groups will have until the following MASC meeting to present nominations for open positions. Nominations may be presented at any MASC meeting for positions that have been vacant or have had expired terms for more than thirty days.

- G. Nominations, in the form of a motion, for Administrative Committee and Subcommittee Chairperson positions may come from any member of the fellowship in attendance at the MASC meeting, but must be seconded by a GSR, Subcommittee Chair, or a member of the Administrative Committee. The nominee

may not nominate or second the motion. If the nominee meets the minimum requirements for the position, the motion then goes back to the member groups for a vote.

- G. Nominees for trusted servant positions must be present when nominated and submit a MASC service resume' to be included with the meeting minutes.
- H. Nominees for trusted service positions must also be present at the MASC meeting during the time of the voting procedure.
- I. Election votes will be conducted with paper ballots. A two-thirds majority among voting member groups will be required to elect nominees.
- J. The nominee will not have a vote in their own election and must leave the meeting room while votes are cast, counted, and revealed.
- K. If the nominee is a current GSR of a voting member group, that group may use their Alt-GSR or Proxy to cast their vote.
- L. If nominations are not presented for expiring terms, the incumbent will be permitted to remain in office indefinitely, until a replacement is elected.
- M. The MASC Chairperson may appoint temporary willing and qualified members to fill vacated positions, until qualified nominees are elected.
- N. Nominations for Volunteer Regional Convention participants will be accepted annually each May and June. Speakers must have five years clean. Workshop panelists must have three years clean. Workshop chairs must have one year clean.

VIII. Resignation and Removal of Trusted Servants

- G. Trusted servants may resign at any time. A letter of resignation submitted to the MASC Chairperson prior to the announcement would be greatly appreciated. It is strongly suggested to honor commitments, as an unfulfilled term may hinder a member's ability to be nominated for future positions.
- H. MASC trusted servants may be removed from office for any of the following reasons:
 - 1. Relapse
 - 2. Absence from two or more successive MASC meetings without prior notice given to a member of the administrative committee
 - 3. Absence from four or more MASC meetings within twelve consecutive months
 - 4. Neglect of duties
 - 5. Disregard of MASC conscience

7. Actions conflicting with the guiding documents
8. Misuse of funds
9. Falsification of financial reports
10. Any act of theft or violence toward NA members, groups, or committees

O. Procedure for Removal from Office

1. A motion containing justifications for a trusted servant's removal from office must be presented during a MASC meeting.
2. At least twenty-one days prior to a vote for removal, the individual in question will be notified in writing by an administrative officer as to the justifications for removal.
3. As per the Tenth Concept, the trusted servant may petition for the redress of a personal grievance without fear of reprisal.
4. Unless the motion is withdrawn, discussion and voting will ensue at the next MASC meeting. A two-thirds majority vote by GSRs is required for the removal of a Trusted Servant.

IX. Meetings of the Mountain Area Service Committee

- A. MASC meets on the third Sunday of each month at 3:00 pm. A simple majority vote of GSRs is required to change the date or time.
- B. Subcommittees, if they choose, will be permitted to meet for 30 minute sessions between 1:00 – 3:00 pm before the MASC meeting. This may not be enough time for subcommittees to conduct full meetings, but it will be an excellent opportunity to recruit and train new members, prepare motions, and finalize reports.
- C. All MASC and subcommittee meetings will be tobacco-free and vape-free.
- D. MASC meetings, when possible, are to be hosted by various willing and capable groups throughout the Mountain Area.
- E. MASC meeting spaces must comply with ADA guidelines, and all MASC events should be held at ADA compliant facilities. Fliers and other media sources used to advertise MASC events will clearly state "*This is a Non-handicap Accessible Event*" if the facility hosting the event is not ADA compliant.
- F. The MASC meeting format will be as follows:
 1. Chair calls meeting to order at scheduled starting time
 2. Meeting opens with moment of silence followed by Serenity Prayer
 3. Read: 12 Traditions; 12 Concepts; Purpose of Area; Function of Area

1. Group roll call
2. Recognition of new groups: Pledge to follow Six Points; Two-thirds majority vote required from GSRs; Given printed copy of policy
3. Secretary's report: Motion to accept; second; vote
4. Treasurer's report: Motion to accept; second; vote
5. RCM's report
6. Subcommittee reports: Activities; H&I; Literature; Outreach; Policy; PR
7. Group reports
8. Old Business
9. Nomination & Elections
10. New Business
11. Region Donation: July; October; January; April; vote to approve
12. Collection for meeting host to cover refreshment costs
13. Confirm time, date, and location for next meeting: Primary & backup
14. Motion to adjourn, second, and vote; Close with Serenity Prayer

X. Voting Procedures

- A. Voting members of MASC may be GSRs, GSR Alternates, or Proxy representatives from member groups with voting privileges. Each group may only cast one vote.
- B. A MASC member group will be granted voting privileges after having attended two consecutive monthly MASC meetings. A MASC member group will be denied voting privileges after having been recorded as absent for two consecutive monthly MASC meetings. Voting privileges may be restored after having attended two consecutive monthly MASC meetings. Voting members must attend the entire MASC meeting to be recorded as present.
- C. Quorum is required to vote on any matter of business and is defined as the condition of having one more than half of voting member groups present at the meeting.
- D. Any MASC member, except the Chairperson, may make a motion. Only GSRs, Alt. GSRs, or Proxy Representatives may second a motion.
- E. All motions must be submitted in writing and added to the archives.
- F. GSRs may request, by a simple majority vote, that any motion be referred to member groups to be decided at the following MASC meeting.

- G. Motions that affect existing policy must be referred to member groups to be decided at the following MASC meeting.
- H. Motions related to policy changes, financial matters, removal of trusted servants, and MASC membership status changes require a two-thirds majority vote to pass.
- I. Motions to spend below prudent reserve require unanimous consent.
- J. All other motions require a simple majority to pass.
- K. A vote of abstention is not counted in the total number of votes cast. If there are more abstentions than the total number of yes and no votes combined, the motion will be returned to the floor for further deliberation and clarification.
- L. In the case of a tie vote, the MASC Chairperson will cast the deciding vote.

XI. Financial Guidelines

- A. The MASC operating prudent reserve is \$250.00.
- B. The MASC Activities Subcommittee reserve is \$200.00.
- C. Motions to spend below prudent reserve require unanimous consent.
- D. The MASC financial priorities:
 - 1. Printing minutes and meeting lists
 - 2. Phonenumber and website
 - 3. P.O. box rental
 - 4. Other reimbursements for supplies
 - 5. Subcommittee expenses
 - 6. RCM or Alt. RCM lodging reimbursements of up to \$100.00 per VRSC meeting
 - 7. Donations to VRSC; Must be approved by GSRs
 - 8. Monthly fee for storage unit
- E. Receipts are required for all reimbursements and must be presented prior to the start of the ASC for reimbursement on the same day as the MASC meeting.
- F. MASC funds will be maintained in a checking account. The account will have at least two, but no more than three signatories. Two of the signatories may not be from the same household.
- G. The checkbook, updated and balanced, will be on hand at every MASC meeting and in the possession of a signatory.

H. The MASC Chairperson or Vice-chairperson will examine, initial, and date the MASC books monthly.