

Policies and Procedures for the Mountain Area Service Committee of Narcotics Anonymous
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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

- A. The committee shall take no action that conflicts with the Twelve Concepts and the Twelve Traditions of Narcotics Anonymous.
- B. 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

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

- F. 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
 - A. MASC members are Group Service Representatives (GSRs), Administrative Committee members, and Subcommittee Chairs.
 - B. Group Service Representative (GSR) Requirements and Responsibilities
 - 1. Elected by and serve at the request of member groups
 - 2. Carries group 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.
 - C. 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. May be one of the MASC debit card authorized users
 - e. Upholds and enforces the Rules of Order as explained on page 104 of *A Guide to Local Services in NA*
 - f. Maintains MASC archives and property in the absence of the Secretary
 - g. Maintains copies of subcommittee guidelines
 - h. Trains the Vice-chairperson in the performance of the duties of the Chairperson
 - i. Calls and chairs Administrative Committee meetings as needed
 - j. Appoints Ad-hoc Committee Chairpersons as needed
 - k. Announces to members the postponement or change of venue of MASC meetings due to inclement weather or other unforeseen circumstances
 - 2. 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
3. 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 debit card authorized users
 - 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
4. 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
5. 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 debit card authorized users and must be one of the signers to any checks written
 - 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
 - k. Trains the Alternate Treasurer in the performance of Treasurer duties
- 6. 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. Is one of three MASC debit card authorized users
 - f. If capable, assumes role of Treasurer in Treasurer's absence
 - g. If elected, is expected to assume role of Treasurer when term expires
- 7. Literature chairperson
 - a. One-year commitment
 - b. Four-year minimum consecutive clean time requirement
 - c. Stores and maintains literature inventory
 - d. Processes orders from groups and subcommittees and makes orders available at monthly MASC meetings
 - e. Is one of three MASC debit card authorized users
 - f. Is authorized to use MASC funds to order literature as needed from NAWS
 - g. Provides monthly expense reports to MASC and coordinates with Treasurer to maintain accurate financial records
 - h. Trains the Alternate literature chairperson in the performance of the Literature chairperson's duties
- 8. Alternate literature chairperson
 - a. One-year commitment
 - b. Three-year minimum consecutive clean time requirement
 - c. Assists the Literature chairperson in duties
 - d. If capable, assumes role of Literature chairperson in Literature chairperson's absence
 - e. If elected, is expected to assume role of Literature chairperson when term expires
- 9. 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 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
- 10. 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

- A. 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. IT
 - 4. Outreach
 - 5. Policy
 - 6. Public Relations
- B. 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.
- C. Subcommittee chairs should be present for the entirety of all MASC meetings.
- D. Subcommittees will create, adopt, and maintain guidelines that are consistent with MASC guiding documents.
- E. 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.
- 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.
- G. Ad hoc Subcommittees may be established on a temporary basis to perform a function which cannot be performed by MASC as a whole or a standing subcommittee. The Ad hoc Subcommittee Chairperson will be appointed by the Area Chair, and the duration of existence and function of the subcommittee should be set at the time of appointment. The Ad hoc Subcommittee will provide a report monthly and be accountable to MASC in the same manner as standing subcommittees. The Ad hoc Subcommittee will be dissolved immediately upon fulfillment of the purpose, or the end of the term, whichever occurs first.

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.

- A. 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.
- B. Nominees for trusted servant positions must be present when nominated and submit a MASC service resume' to be included with the meeting minutes.
- C. Nominees for trusted servant positions must also be present at the MASC meeting during the time of the voting procedure.
- D. Election votes will be conducted with paper ballots. A two-thirds majority among voting member groups will be required to elect nominees.
- E. The nominee will not have a vote in their own election and must leave the meeting room while votes are cast, counted, and revealed.
- F. 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.
- G. If nominations are not presented for expiring terms, the incumbent will be permitted to remain in office indefinitely, until a replacement is elected.
- H. The MASC Chairperson may appoint temporary willing and qualified members to fill vacated positions, until qualified nominees are elected.
- I. 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

- A. 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.
- B. 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
 6. Actions conflicting with the guiding documents
 7. Misuse of funds
 8. Falsification of financial reports
 9. Any act of theft or violence toward NA members, groups, or committees
- C. 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
 4. Administrative roll call
 5. Group roll call
 6. Subcommittee

7. Recognition of new groups: Pledge to follow Six Points; Two-thirds majority vote required from GSRs; Given printed copy of policy
8. Secretary's report: Motion to accept; second; vote
9. Treasurer's report: Motion to accept; second; vote
10. Literature report: Motion to accept; second; vote
11. RCM's report
12. Subcommittee reports: Activities; H&I; IT; Outreach; Policy; PR
13. Group reports
14. Open Forum
15. Old Business
16. Nomination & Elections
17. New Business
18. Region Donation: July; October; January; April; vote to approve
19. Collection for meeting host to cover refreshment costs
20. Confirm time, date, and location for next meeting: Primary & backup
21. 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 will be based on the average monthly expenditures, which are currently \$1500.00.
- B. The MASC Activities Subcommittee reserve is \$500.00.
- 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 do not require approval if they are included in the budget. Any requests for unbudgeted expenses require approval by majority vote of present voting GSRs.
 - 6. RCM or Alt. RCM lodging reimbursements of up to \$100.00 per VRSC meeting
 - 7. Monthly fee for storage unit
 - 8. Quarterly donations:
 - i In agreement with our Seventh Tradition each January, April, July, and October MASC will forward all funds exceeding our reserves and accrued expenses to the next level(s) of service.
 - ii The GSRs will consider an amount recommended by the treasurer and make a motion on the floor of the MASC meeting to be voted on before the meeting ends.
 - iii 80% of the GSR approved donation will be forwarded to the VRSC
 - iv 20% will be forwarded to NAWS
- 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, associated with a debit card. The account will have at least two, but no more than three authorized users. Two of the authorized users may not be from the same household. Authorized users are permitted to make purchases using the debit card which have been voted on at a prior MASC meeting or that are necessary to maintain standing expenses as outlined above.
- G. A printout of the checking account statement, as well as any relevant receipts, 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.