

MO-KAN AREA SERVICE COMMITTEE GUIDELINES OF NARCOTICS ANONYMOUS



**LIVING IN THE SOLUTION
CARRYING THE MESSAGE**

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Article 1 Purpose

1. The name of this committee shall be the MO-KAN Area Service Committee of Narcotics Anonymous

2. Our purpose is to further the unity of the fellowship within the MO-KAN area and outside the area by existing as a channel for communication between the MO-KAN area and the rest of NA as a whole; to communicate with one another on all matters pertaining to our common welfare (unity) and our common purpose (to carry the message to the addict who still suffers) in the spirit of strengthening (serving) the groups. Everything we do in NA service must be motivated by the desire to successfully carry the message of recovery. The MO-KAN area is the point of decision for our combined groups and subcommittees, and it is directly accountable to them in its actions, as the 2nd Concepts of Service Work states, "The final responsibility and authority for NA services rests with NA groups."
3. The service area shall include any group wanting to join the MO-KAN area and service committee including but not limited to Northwest corner of Missouri, East, Northeast Kansas, and Southeast Nebraska.

Article 2 Participants

2.1 Any member of Narcotics Anonymous within the MO-KAN area may participate in discussion at the ASC.

2.2 The MO-KAN area has three types of trusted servants:

2.2.1 The Administrative committee consists of the Chairperson, Alternate Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM) and Alternate Regional Committee Member (RCMA)

2.2.2 Group Service Representatives (GSR)

2.2.3 Subcommittee Chairpersons

2.3 Members Groups

2.3.1 Active groups are those that have attended 2 consecutive ASCs, and are registered with NA World Services

2.3.2 A group becomes an inactive member when they are not represented at 2 consecutive ASCs. The group will remain an inactive member as long as they are still having meetings. Inactive groups will still be noted in the minutes and in the current area meeting schedule. An inactive group will become active again once they attend 2 consecutive ASCs, with voting privileges reinstated at the 2nd consecutive meeting.

2.3.3 New Groups may become members of the area by acknowledging their attendance at their first meeting, and will have voting privileges at their second consecutive meeting, provided they are registered with NA World Services.

Article 3 General Business

3.1 Motions can be made and seconded by ASC trusted servants, subcommittee chairs, and GSR

3.2 The ASC shall require a quorum of at least 50% GSRs and 2 members of the Administrative Committee in order to conduct business

- 3.3** MO-KAN Area motions will not conflict with the Twelve Traditions or the Twelve Concepts of Narcotics Anonymous
- 3.4** MO-KAN Area shall be guided in all its actions with the following documents in succession:
 - 3.4.1** The Twelve Traditions of Narcotics Anonymous
 - 3.4.2** The Twelve Concepts of Narcotics Anonymous
 - 3.4.3** The current edition of these guidelines
 - 3.4.4** Any special rules of order of the MO-KAN ASC may adopt
 - 3.4.5** A Guide to Local Service in Narcotics Anonymous or its successor
 - 3.4.6** The current publications of all conference approved NA handbooks
 - 3.4.7** Past MO-KAN ASC motions
 - 3.4.8** The current edition of Robert’s Rules of Order, Newly Revised.
- 3.5** General discussion should be kept to a minimum (3 pros/3cons) keeping in mind that our purpose is to be directly responsible to the groups we serve.
- 3.6** The Area Chairperson or Area Vice Chairperson has the right to call a break to promote unity at any time.
- 3.7** All GSRs and Subcommittee Chairpersons and Area Trusted Servants are required to submit a written report including itemized list of expenditures of area funds to the Area Secretary in order for reports to appear in the ASC meeting minutes and for the accountability. In the absence of the Subcommittee Chairperson, Subcommittee members may report to ASC.
- 3.8** The Area Service meeting will be on the first Sunday of each month, unless otherwise noted. Subcommittees can meet wherever they decide to meet, unless otherwise noted.
- 3.9** All area expenses will be reported and documented by the Area treasurer to the area groups.

Article 4 Voting and Election of Area Trusted Servants

- 4.1** Upon nomination for service positions candidates will have a service resume to submit to area secretary at time of nomination
- 4.2** Suggested clean time requirements, as stated, these are suggested clean time requirements only. The area service committee will also look at willingness and availability in fulfilling our primary purpose. Service resumes must be present with nominations for all Area, Regional and World positions

4.2.1 Regional Committee Member (RCM)	3 Years
4.2.2 Alternate Regional Committee Member (ARCM)	2 Years
4.2.3 Area Chairperson	2 Years
4.2.4 Alternate Chairperson	1 Year
4.2.5 Secretary	1 Year
4.2.6 Alternate Secretary	6 Months

4.2.7 Treasurer	2 Years
4.2.8 Alternate Treasurer	1 Year
4.2.9 Sub Committee Chair	1 Year

4.3 All trusted servants should have a commitment to service, willingness, and desire to do the job, and a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and these Guidelines.

Article 5 Voting Procedures

5.1 Anyone can nominate or be nominated for any trusted servant position within the Area Service Guidelines, yet no individual shall be elected to more than one area position that could present a conflict of interest

5.2 A GSR or Alternate GSR must be present to carry the group's conscience

5.3 Only GSRs or Alternate GSR may vote, except in the case of a tie, at which point the tally vote takes effect.

5.4 In the situation of a tie, the tally vote from each group's conscience will be used as a tiebreaker. It will no longer be the chairperson's responsibility to break the tie unless the tally vote is a tie, in which chairperson would break the tally vote tie. Any service affecting groups will be taken back to group conscience (Substantive)¹; Area service as such (Procedural)² will be handled at the Area Service Committee meeting.

5.5 Vote Count: a simple majority with a quorum of the area groups present to pass both old and new business

5.6 Any group in attendance will be recognized in the minutes, on meeting lists and in discussion after registering with the World Service Office

5.7 Terms of Service to be one (1) Year, not to exceed (2) consecutive terms, unless Area conscience deems otherwise. Service resumes are submitting in September, taking back to groups, and voting on in October with service to begin in January, to allow for training in November and December before term begins. This excludes the Convention committee, for which service resumes are to be submitted in March, to be taken back to groups, and voted on in April with service to begin in May.

5.8 Motions can be made and seconded by ASC trusted servants, subcommittee chairs, and GSRs. This excludes the Area Chairperson and Vice Chairperson. All motions made at the area that had to do with guidelines or the budget must go back to the groups, with the following exceptions: At the ASC GSRs can vote on and approve any non-budgeted expenditures under \$50.

¹ See Appendix

²See Appendix

5.9 All motions should be submitted in writing with full intent on an approved motion form and presented to Area Secretary.

5.10 An Abstention vote means that you are accepting the majority vote whether it is yes or no. An abstention vote is counted on the side of the majority unless the abstentions are the majority. Then it will automatically go back to the groups.

Article 6 Duties and Responsibilities of the Trusted Servants of MO-Kan Area

6.1 Regional Committee Member

6.1.1 To serve as Chairperson, in the absence of the Chairperson or Vice Chairperson

6.1.2 To represent the MO-KAN AREA of NA at each Show Me Regional Service Committee meeting quarterly, or as deemed necessary by the Area Service Committee. Area shall provide funds available to assist the RCM and the Alternate RCM with designated expenses incurred due to attendance at the Regional Service Committee meeting quarterly. This is to include (2) rooms allotted, (1) male, (1) female.

6.1.3 To provide the Chairperson with additional agenda items, if appropriate, for the next regular meetings of the Area Service Committee meetings, seven (7) days prior to said meeting.

6.1.4 To make a detailed written report including all receipts of expenditures to the Area Service Committee at each regular meeting covering the service at the previous Show Me Regional Committee meeting.

6.1.5 Required to attend all conference agenda (C.A.R) workshop and present the C.A.R. to the GSRs at area to take back to home groups

6.2 Alternate Regional Committee Member

6.2.1 In the absence of the RCM to serve as RCM in all responsibilities described.

6.2.2 It is suggested to attend each Show Me Regional Service Committee meeting with RCM.

6.2.3 To serve as an officer of the MO-KAN Area Service Committee

6.2.4 To assume position of Regional Committee Member at end of their term, with simple majority vote at ASC in September.

6.3 Area Chairperson

6.3.1 To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained a quorum is present.

6.3.2 To announce the agenda of service to come before the committee or that which becomes in order and in accordance with the prescribed order of service, agenda, or program and with existing order of the day.

6.3.3 To recognize members or observers entitled to the floor

6.3.4 To state and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson, and to announce the results of said votes, or if a motion is made out of order, to rule as such.

6.3.5 To protect the assembly from obviously frivolous³ or dilatory⁴ motions, by refusing recognition of the same.

6.3.6 To enforce rules relating to debate, order, or decorum within the assembly when appropriate.

6.3.7 To expedite service in every way compatible with the rights of members and observers.

6.3.8 To decide all questions of order, subject to appeal, unless when in doubt, the chairperson prefers to submit such questions to the assembly for decision.

6.3.9 To respond to inquiries of members relation to parliamentary procedure⁵ or information hearing out the service of the assembly.

6.3.10 To declare the meeting adjourned when the assembly so votes or where applicable, at the time prescribed in the agenda, or at any time in the event of an emergency affecting the safety of those present.

6.3.11 To conduct the meeting with impartiality and fairness

6.3.12 To be co-signer of the MO-KAN Area of NA checking account and key holder to the meeting place of the Area Service Committee meeting, no matter which group they belong to.

6.3.13 That it be re responsibility of the ASC Chairperson to schedule the monthly meetings, the rental payment, pick up the key, open the meeting, clean up afterwards and return the key

6.3.14 To have Area Chairperson and Secretary audit Area Treasurer and Convention Treasurer account every 3 months and submit a written report of audit to the ASC Committee.

6.4 Alternate Chairperson

6.4.1 In the absence of the Chairperson to serve as acting Chairperson.

6.4.2 To coordinate the functions of the subcommittees.

6.4.3 To act as parliamentarian for the Area Service Committee meeting unless the task is specifically assigned to another individual.

³ See Appendix

⁴ See Appendix

⁵ Robert Rules of Order

6.4.4 To assume position of Chairperson at the end of their term, with simple majority vote at ASC in September

6.5 Area Secretary

6.5.1 In absence of the Chairperson, Vice Chairperson, and RCM to call the Area Service Committee meeting to order and to appoint a chairperson.

6.5.2 To keep record of all proceedings of the MO-KAN Area Service Committee meetings and minutes.

6.5.3 To be Co-Signer of the MO-KAN Area of NA bank account.

6.5.4 To keep files of all group and committee reports

6.5.5 To maintain the Regional Service Committee meeting files and archives.

6.5.6 To keep and update the Area Service Committee official membership list and to call roll when required.

6.5.7 To make minutes and records available to NA members upon request, and in the manner prescribed by the Area Service Committee.

6.5.8 To notify trusted servants, committee members, and delegates of their election or appointment, and to furnish committees with whatever documents are require for the performance of their duties. To have service resumes available on request.

6.5.9 To notify the participants of each special meeting or cancelled meeting utilizing such method of notification as agreed upon by the Area Service Committee.

6.5.10 To type, mail or email the correspondence of Area Service Committee meeting.

6.5.11 To prepare prior to each Area Service Committee meeting and in conjunction with the Chairperson, an order of service (agenda) for the use of the presiding trusted servants, showing the exact order under each heading, all matters known in advance that are due to come up, and if applicable, the times for which they are set.

6.5.12 To distribute copies of the Area Service Committee meeting minutes to each GSR, RCM/Alt. RCM, Subcommittee Chairs, and any trusted servants not later than ten (10) days after the meeting, using the \$20.00 copy/postage funds allotted by the Area Service Committee.

6.5.13 To have Area Chairperson and Secretary audit Area Treasurer and Convention Treasurer account every 3 months and submit a written report of audit to the ASC Committee.

6.5.14 After Convention Treasurer has been voted into Convention Treasurer position, a copy of the Area minutes will be provided to the Convention Treasurer. The convention and/or the Area Treasurer will take a copy of the minutes to the banking facility where the convention funds are located to assist in Convention Treasurer to be added to the aArea convention checking account. At this point all checks/ debit cards will be turned over to the Convention Treasurer.

6.6 Alternate Secretary

6.6.1 In the absence of the Secretary to serve as acting Secretary at any Area Service Committee meeting

6.6.2 To deliver the Secretary's report

6.6.3 To record the minutes of the Area Service Committee meeting.

6.6.4 To assist the Secretary in the compilation and distribution of the Area Service Committee meeting minutes.

6.6.5 To assume the position of Secretary at the end of their term, with simple majority vote at the ASC in September.

6.6.6 To serve as a member of the MO-KAN Area of NA Service Committee

6.7 Treasurer

6.7.1 To be the custodian of the Area funds

6.7.2 To be the co-signer of the MO-KAN Area of NA bank account

6.7.3 All expenses should be paid by check

6.7.4 To collect any funds received at the Area Service Committee meeting and then deposited in the area account

6.7.5 To make a report of the receipts and disbursements at each regular Area Service Committee meeting

6.7.6 To disburse funds as necessary in accordance with the Area Service Committee decisions when funds are available.

6.7.7 To compile a budget of all subcommittees and ASC expenses.

6.7.8 To disburse \$20.00 monthly to the Area Secretary as needed for the copy/postage expenses of monthly meeting distribution.

6.7.8 Treasurer will make quality reports to the MOKAN Area committees to include any funds raised by Area and/or groups fund raisers. This report will be provided to the Area groups.

Treasurer will record all monies spent on:

- * Merchandising: unit price, total cost.
- * Programing: materials, banners and other programing cost.
- * Registration packets: unit proce, total cost.
- * Hospitality: cost of all items to be provided in the hospitality room (e.g. pop, water, snacks, coffee)
- * Raffles: items, 50/50 raffle, any cost to the area and profits.
- * Hotel cost: information to include facility cost, room cost for all speakers.

During the convention regular draws from registration and merchandising information to include time of money draw, amount of money drawn, and a receipt will be provided to the merchandising chair and the registration chair. This information will be included in a day's end total and include in final convention treasurers report.

6.8 Alternate Treasurer

6.8.1 In the absence of the Treasurer to be acting Treasurer at any Area Service Committee meeting

6.8.2 To deliver the Treasurer report

6.8.3 To be co-signer of the MO-KAN Area of NA bank account

6.8.4 To collect any funds received at the Area Service Committee meeting and turn them over to Treasurer for deposit.

6.8.5 To assist the Treasurer in compiling the Treasurer report

6.8.6 To assume the position of Treasurer at the end of their term, with simple majority vote at ASC meeting in September

6.8.7 To serve as a member of the MO-KAN Area of NA Service Committee

Article 7 Subcommittee Chairpersons

7.1 Each subcommittee is responsible for its own committee and written guidelines

7.1.1 Each Subcommittee Chairperson will give a monthly written report to the Secretary to include

7.1.1.1 Activities since last Area Service Committee meeting

7.1.1.2 Date, Time, and location of their next subcommittee meeting

7.1.2 No out of pocket expenses. Any projected expenses for RSC meetings should be reflected in Subcommittee budget

7.1.3 Subcommittee Chairperson missing two (2) meetings without submitting a written report or attending less than one meeting a quarter will be relieved as Chairperson of that subcommittee and a new Chairperson would be elected

7.1.4 Each subcommittee is responsible to the Area Service Committee and the groups that they serve

7.1.5 Each elected subcommittee chairperson will submit an annual budget in November to be voted on in December and take effect in January

7.1.6 Each subcommittee chair is encouraged to attend the Show-Me Regional Service Committee at least annually and bring information back to the area

7.1.7 In the absent of a subcommittee chairperson, the MO-KAN Area Executive Committee will act as chairperson for that subcommittee to distribute funds appropriately for that subcommittee

7.2 Activities Subcommittee

7.2.1 Provide two (2) to four (4) area activity functions annually

7.2.2 Inform ASC of activities occurring throughout the area within 4-6 weeks prior to activity

7.2.3 Work with other subcommittees as needed

7.2.4 To hold a Workshop annually that shall cover two trusted servants' positions

7.2.5 That the Activities committee can sell their leftovers supplies (ice, pop, water) at cost to whoever they want to sell it to

7.3 Convention Subcommittee

7.3.1 To bring our membership together providing a celebration of recovery and unity

7.3.2 Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members. They should always conform to the NA principles and reflect our primary purpose of carrying the message to the addict that still suffers

7.3.3 Plan and execute the convention

7.3.4 Description of duties and responsibilities of the subcommittee and its trusted servants: Refer to Convention Guidelines handbook

7.3.5 That MKACNA prudent reserve will be set at \$5000, with no quarterly budget

7.4 Hospitals and Institutions Subcommittee

7.4.1 Provide supplies, literature, information, and other materials necessary to better carry the message of recovery

7.4.2 Description of duties and responsibilities of the subcommittee and its trusted servants: Refer to Hospitals & Institutions handbook.

7.5 Public Information Subcommittee

7.5.1 To coordinate area PI efforts and provide information about NA to the public

7.5.2 Area meeting list is to be updated as needed, this is to include changing or additions to group contact numbers

7.5.3 Description of duties and responsibilities of the subcommittee and its trusted servants: Refer to A Guide to Public Information handbook

7.5.4 Maintain operation of the area website.

7.6 Outreach Subcommittee

7.6.1 Help keep new and/or isolated groups and addicts in touch with the mainstream of the Narcotics Anonymous fellowship

7.6.2 Develop and coordinate outreach projects to support area outreach efforts

7.7 Newsletter Subcommittee

7.7.1 To create a quarterly newsletter to be distributed to groups at the ASC, and to email the newsletter to the area recipients

7.7.2 To promote unity throughout the area by sharing recovering addicts' experience, strength, and hope

7.8 Ad-Hoc Subcommittee

7.8.1 Ability to guide and direct subcommittee on tasks to be performed

7.8.2 Work on projects that require excessive time and research

7.8.3 Write and submit guidelines additions and/or changes to guidelines to be sent out to groups, trusted servants, subcommittee members, and any member interested for approval

7.8.4 The motion log would be compiled once a year and placement would be put into MO-KAN Area Service Committee Guidelines

7.8.5 Provide information on experience and recommendations for new procedures

7.8.6 MO-KAN Area Service Committee has the right to discontinue any projects it feels are not of importance and to prioritize any projects that may be on the service agenda. All service of this and/or these subcommittees is accountable to the MO-KAN area and only suggests or proposes actions to be take. All service of this and/or these Subcommittees must document and submitted to each ASC.

7.8.7 Some guideline changes may require the presence of the fellowship. In the event, the subcommittee may schedule an "Open Forum" to receive input. These "Open Forums" are informal with general conscience, rather than a vote being sought

Article 8 Finances

8.1 Each year after the Area Convention Committee has submitted its final report and passes the convention proceeds to the Area Treasurer. the area will send on 25% of area funds over our prudent reserve (\$4520) on to Region each year after the convention proceeds are passed on

8.2 In the event a new group forms and wishes to be a part of the MO-KAN Area of NA and order form from the R.S.O will be given to the new group with a \$50.00 certificate to purchase needed NA literature and supplies, provided group is registered with World Service Office

Article 9 Removal of Trusted Servants and/or Subcommittee Chairs

9.1 Voluntary – Given in writing to the ASC Chairperson prior to next ASC meeting

9.2 Involuntary

9.2.1 Two consecutive meetings missed without a written report or attending less than one meeting a quarter

9.2.2 Relapse during term of office

9.3 ASC retains the option to remove a trusted servant of the ASC, in the case of gross negligence or fraud, by 2/3 vote of the ASC

Article 10 Amendments

10.1 Motions to amend these guidelines may be made during the ASC in April and October only. Any proposed Guideline changes must go back to groups to be voted on. Amendments to the Guidelines may be implemented by a simple majority vote at the ASC providing the exact wording of the amendment has been submitted in writing (consisting of the dates, intent, and section) and announced at a previous ASC meeting (April or October only).

10.2 Amendments to the Guidelines will be entered by the Secretary by inserting into the appropriate section and documenting with wording, date and vote of motion and all amendments approved by the ASC

10.3 These Guidelines are to be maintained by the Area Secretary. A hard copy will be available upon request and an electronic copy may be found at the MO-KAN website

10.4 Between January and March, the Guidelines will be updated and distributed by the Secretary to all trusted servants.

Appendix

Dilatory – intended to cause delay

Frivolous – not having any serious purpose or value

Parliamentary procedure – body of rules, ethics and customs governing meetings and other operations of clubs, organizations, legislative bodies, and other deliberative assemblies

Procedural – relating to an established or official way of doing something

Substantive – having a firm basis and therefore important, meaningful, or considerable