

*MIDDLE TENNESSEE  
AREA  
SERVICE COMMITTEE  
OF  
NARCOTICS  
ANONYMOUS  
GUIDELINES*

## **The Twelve Traditions of N.A.**

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

- 1. Our common welfare should come first; personal recovery depends on N.A. unity.**
- 2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.**
- 3. The only requirement for membership is a desire to stop using.**
- 4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.**
- 5. Each group has but one primary purpose—to carry the message to the addict who still suffers.**
- 6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.**
- 7. Every N.A. group ought to be fully self-supporting, declining outside contributions.**
- 8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.**
- 9. N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.**
- 10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.**
- 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.**
- 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.**

# GUIDELINES OF THE MIDDLE TENNESSEE AREA OF NARCOTICS ANONYMOUS

## **ARTICLE I. NAME**

The name of this committee shall be the Middle Tennessee Area Service Committee of Narcotics Anonymous (hereafter referred to as the MTASC).

## **ARTICLE II. DEFINITIONS & PURPOSE OF THE MTASC**

The MTASC is a committee made up of Group Service Representatives, Subcommittee Chairs and an Administrative Committee (chairperson, vice-chair, secretary, treasurer, Regional Committee member (RCM), and their respective alternates who represent the Narcotics Anonymous Groups known as the Middle Tennessee Area of Narcotics Anonymous (MTANA).

## **ARTICLE III. FUNCTIONS OF THE MTASC**

The primary function of the MTASC is to foster unity among its member groups by:

- A. Providing a monthly forum where:
  - a. NA groups can seek help and support.
  - b. NA Groups can resolve their common concerns.
- B. Carrying the message of recovery through its various subcommittees.
- C. Serving as a link between its member groups, the Volunteer Region, and the World Service Committee of Narcotics Anonymous.

## **ARTICLE IV. MTASC MEMBERSHIP & VOTING PRIVILEGES**

**SECTION I.** An NA group is a meeting, which occurs regularly at a specified time and place and which follows the TWELVE TRADITIONS of Narcotics Anonymous. Each Group elects a Group Service Representative (GSR) and Group Service Representative Alternate (GSR-A) to represent their group on the Area Service Committee, thereby becoming an active member of the MTASC.

**SECTION II.** A group's GSR becomes an active voting participant of the MTASC after:

- A. Registering their group with the MTSC secretary.
- B. Attending two (2) consecutive regularly scheduled MTASC meetings,
- C. Voting privileges are obtained on the third (3) meeting.

**SECTION III.** Only active voting participants may vote on any MTASC business.

- A. No proxy voting is permitted.
- B. No member may hold more than one (1) voting position at the MTASC. A GSR can only be a representative for one (1) group.
- C. The MTASC chairperson has the right to vote in case of a tie vote.

**SECTION IV.** A group shall lose its voting privileges after their GSR and or alternate has missed two (2) consecutive regularly scheduled MTASC meetings.

**SECTION V.** A group shall regain its voting privileges after following the procedure listed in Section II.

## **ARTICLE V.       NOMINATIONS & ELECTIONS of Administrative committee and subcommittee chairs**

**SECTION I.** The administrative committee shall consist of a chairperson, vice-chair, secretary, treasurer, Regional Committee Members (RCM) and their respective alternates. Subcommittee chairperson shall be the chairpersons of Activities, Hospitals and Institutions (H & I), Literature, Newsletter, Outreach, Policy & Procedures, Public Information, Unity, and any other subcommittee deemed necessary to the MTASC.

### **SECTION II.       NOMINATIONS**

- A. Any member may submit a nomination at the MTASC meeting through any group of the MTASC.
- B. Any member of the MTASC may nominate a qualified individual.
- C. All nominations require a second from an active voting participant.
- D. All candidates must be present at the time of the nomination, and verbally accept or decline the nomination.
- E. After a candidate accepts the nomination, he or she must present a current Service Resume at the MTASC.
- F. Each candidate shall answer any questions asked by any NA member present.
- G. Nominations shall be closed at the regularly scheduled MTASC meeting one (1) month prior to the elections.
  - a. June for the Administrative committee
  - b. December for subcommittee chairpersons, all but Unity.
  - c. July for the Unity Convention Subcommittee.
- H. A copy of each nominee's service resume will be forwarded to each MTANA group for a group conscience.
- I. All nominations shall be sent back to home groups for a group conscience.
  - a. Annual nominations for the administrative committee and subcommittee chairpersons.
  - b. Nominations to fill any vacant positions.
- J. At the time of the election, all nominees must be present to accept their position.

### **SECTION III.       ELECTIONS**

- A. In order to assure the fellowship of a smooth and orderly transition, the MTASC shall hold three (3) annual elections in the following manner:

- a. The administrative committee shall be elected at the regular MTASC meeting in July.
  - b. Unity's Chairperson shall be elected at the regular MTASC meeting in August.
  - c. All other subcommittee chairpersons shall be elected at the regular MTASC in January.
- B. Those newly elected shall begin their term of service at the next regular MTASC meeting.
- a. August for Administrative committee.
  - b. September for Unity.
  - c. February for subcommittee chairpersons.
- C. No individual shall serve more than two (2) consecutive terms in the same position.
- D. No individual shall serve in more than one (1) service position at the same time.
- E. No individuals who share the same residence shall be allowed to serve on the administrative committee when this arrangement would allow both to sign checks on any MTASC checking account: This provision extends to Unity also.
- F. Nominations and elections may be held at any time needed to fill vacant service positions. Each nominee shall fill out a service resume. Their term of service shall be for the remainder of that term of service, and shall conclude following the annual elections. If elected at the next annual election, it shall not be considered a second term of service.
- G. Any member nominated for a position at the MTASC shall be elected by a simple majority of the active voting participants present, voting on behalf of their home group conscience.

#### **SECTION IV. ELECTORAL VOTING**

- A. Electoral voting shall be done on paper ballot and be given to the secretary, or the vice-chair in event the secretary is not present.
- B. The vote shall be recorded as follows:
  - a. Position being filled
  - b. Nominations and seconds
  - c. Qualifications of the nominations (service resume).
  - d. Outcome of the vote by name only, not number of votes.
- C. Counting of the votes shall be yea (Yes), nay (No), or abstention.
- D. It shall take only a simple majority of Yea (Yes) votes to be elected.

#### **ARTICE IV. QUALIFICATIONS & RESPONSIBILITIES of the Administrative committee and subcommittee chairs**

The following shall be expected to have the desire and the willingness to serve, to have both the time and the resources necessary to carry out the function of their position, the ability to communicate, the ability to organize, and a working knowledge of the MTASC

Guidelines, the Twelve Traditions, the Guide to Local Service, and the Twelve Concepts of Narcotics Anonymous.

### **CHAIRPERSON QUALIFICATIONS & RESPONSIBILITIES**

1. One (1) year commitment
2. Three (3) years continuous abstinence from all drugs.
3. A minimum of two (2) years active service involvement in NA.

#### **RESPONSIBILITIES**

1. Arrange a tentative agenda (Article VII, Section II. A) and preside over the monthly MTASC meeting.
2. Handle the correspondence of the MTASC.
3. One (1) of four (4) co-signers on the MTASC bank account.
4. Vote at the MTASC only in the event of a tie vote.
5. Enforce the rules of decorum and discipline at the MTASC meeting.
6. Maintain all the MTASC files.
7. Appoint ad-hoc subcommittee chairs, as needed.
8. Call an emergency MTASC meeting when necessary.
9. Appoint MTANA members to fill vacant positions when necessary.
10. Train the Vice-Chair in the performance of the duties of the chair.
11. Hold the annual elections in a timely manner and fashion.
12. Establish a date and hold an Annual Service Learning Day.

### **VICE-CHAIRPERSON QUALIFICATIONS & RESPONSIBILITIES**

1. Two (2) year commitment- one (1) as vice-chair and one (1) year, if elected, as Chair.
2. Two (2) years continuous abstinence from all drugs.
3. A minimum of one (1) year active service involvement in NA.

#### **RESPONSIBILITIES**

1. Be prepared to assume the duties of the chairperson in case of their absence.
2. One (1) of four (4) co-signers on the MTASC bank account.
3. Serve as a liaison between all standing committees and the MTASC to assure cooperation and coordination of all functions.
4. Serve as interim subcommittee chair if position is vacant until a new chair is elected or appointed by the MTASC chair.
5. Act as parliamentarian of the MTASC meeting.
6. Maintain the MTASC archives.

### **SECRETARY QUALIFICATIONS & RESPONSIBILITIES**

1. One (1) year commitment.
2. Two (2) years continuous abstinence from all drugs.
3. A minimum of one year active service involvement in NA.

#### **RESPONSIBILITIES**

1. Be prepared to assume the duties of chair and the vice-chair in their absence until a chair pro-tem can be elected.
2. Keep an accurate record of all proceedings of all MTASC meetings.
3. Maintain a file on all MTASC files and assist the vice-chair in maintaining the archives.
4. Assist the chair in maintaining the MTASC files and assist the vice-chair in maintaining archives.
5. Mail and/or distribute copies of the MTASC minutes (including the treasurer's report) to each member of the MTASC no later than fourteen (14) days following each MTASC meeting.
6. Provide copies of the Volunteer Region service Committee (VRSC) minutes at the MTASC meeting for each GSR after each VRSC meeting
7. Maintain an updated list of the MTASC membership. Recording active and non-active participants.
8. Maintain any record books in which the MTASC guidelines, special rules of order, and minutes are entered along with any amendments properly recorded and to have these records on hand at every MTASC meeting for verification when requested.
9. Type and send out any correspondence as directed by the MTASC.
10. Keep all election records for all MTASC elections.
11. Make available blank group and sub-committee report and motion forms at all MTASC meetings.
12. Train the alternate secretary in the performance of the duties of the secretary.
13. Required one (1) of four (4) co-signers on the MTASC bank account.

### **ALTERNATE SECRETARY QUALIFICATIONS & RESPONSIBILITIES**

1. Two (2) year commitment- one year as alternate secretary and One year (1) year as secretary, if elected.
2. Two (2) years continuous abstinence from all drugs.
3. A minimum of one (1) year active service in NA.

### **RESPONSIBILITIES**

1. Perform the duties of the secretary in the absence of the secretary.
2. Assist the secretary in the performance of their duties, as requested.
3. Assist the vice-chair with recording information as needed in regards to their liaison duties with the subcommittees.

## **TREASURER QUALIFICATIONS & RESPONSIBILITIES**

1. One (1) year commitment.
2. Three (3) years of continuous abstinence from all drugs.
3. A minimum of one (1) year of active service involvement in NA.
4. Prior experience as treasurer of a home group or other service committee.

### **RESPONSIBILITIES**

1. Be responsible for the management of all the funds coming into the MTASC from home groups and subcommittee donations.
2. Submit accurate written monthly and yearly reports of all donations and expenditures at the MTASC meetings for GSR's and interested members. These reports shall also be included in the minutes mailed after each MTASC meeting.
3. Present a copy of the bank statement in the treasurer's report with the account number (3) blacked out.
4. Is a required co-signer (1 of 4 signers) on the MTASC bank account. The co-signers on the MTASC bank account shall be the chairperson, vice-chairperson, secretary and the treasurer.
5. Have payment vouchers on hand at all MTASC meetings.
6. Maintain the MTASC financial records and have all current records on hand at the MTASC meetings for verification and review, when requested.

## **ALTERNATE TREASURER QUALIFICATIONS & RESPONSIBILITIES**

1. Two (2) year commitment- one (1) year as alternate treasurer and one (1) year as treasurer if elected.
2. Two (2) years of continuous abstinence from all drugs.
3. A minimum of one (1) year of active service involvement in NA.

### **RESPONSIBILITIES**

1. Perform the duties of the treasurer in the treasurer's absence.
2. Assist the treasurer in the performance of their duties.

## **REGIONAL COMMITTEE MEMBER (RCM) QUALIFICATIONS & RESPONSIBILITIES**

1. One (1) year commitment.
2. Three (3) years of continuous abstinence from all drugs.

### **RESPONSIBILITIES**

1. Regular attendance at all MTASC meetings.
2. Regular attendance at all VOLUNTEER REGION SERVICE COMMITTEE (VRSC) meetings.
3. Regular attendance at all SOUTHERN ZONAL FORUM meetings.
4. Serve as a link between the MTASC and the Volunteer Region of NA.
5. Carry the MTASC group conscience to all VRSC meetings.

6. Provide the MTASC chairperson with an agenda of items which are of concern or require a group conscience vote thirty (30) days prior to the MTASC meeting.
7. Take an active part in any VRSC discussions as the "VOICE" of the MTASC.
8. Submit a written report at each MTASC meeting following any Regional meeting. The report shall contain relevant actions taking place at the VRSC or Southern Zonal Forum.
9. Provide the MTASC with one (1) copy of the VRSC minutes at the earliest opportunity following the VRSC meeting.
10. Train the alternate RCM of the duties of the RCM.

**ALTERNATE REGIONAL COMMITTEE MEMBER (A-RCM) QUALIFICATIONS & RESPONSIBILITIES**

1. Two (2) year commitment – one (1) year as alternate RCM and one (1) year as RCM, if elected.
2. Two (2) continuous years of abstinence from all drugs.
3. A minimum of one (1) year active service involvement in NA.

**RESPONSIBILITIES**

1. Be prepared to assume the responsibilities of the RCM in their absence.
2. Regular attendance at all MTASC meetings.
3. Regular attendance at all VRSC meetings.
4. Regular attendance at all Southern Zonal Forum meetings.
5. Work and assist the RCM in the performance of their duties.

**SUBCOMMITTEE CHAIR QUALIFICATIONS & RESPONSIBILITIES**

(EXCEPT for UNITY-See separate UNITY Section and Guidelines)

1. One (1) year commitment.
2. Two (2) years of continuous abstinence from all drugs.
3. A minimum of one (1) year active service in NA.
4. Six (6) months of active service involvement in that subcommittee.
5. A working knowledge of that subcommittee's guidelines.

**RESPONSIBILITIES**

1. Hold monthly scheduled meetings of that subcommittee.
2. Preside over that subcommittee's monthly meeting.
3. Regular attendance at all MTASC monthly meetings.
4. Establish lines of communication with the respective Regional subcommittee chair and become a part of that subcommittee.
5. Submit a written report of the subcommittee's meeting at each MTASC meeting.
6. Keep the MTASC informed of their activities, needs and other relevant information.

7. Assure the subcommittee operates in accordance with ARTICLE X, Section II and Section III.
8. Expedite action on motions deferred to their respective subcommittee.
9. Submit a year-end written report to the MTASC consisting of the past year's activities, accomplishments, specific problems or situations, financial records (if applicable) and plans for the coming year.

#### **UNITY CHAIR QUALIFICATIONS & RESPONSIBILITIES**

1. One (1) year commitment.
2. Five (5) years of continuous abstinence from all drugs.
3. Two (2) years of active service involvement in NA.
4. Previous convention experience.
5. ANY OTHER qualifications listed in the UNITY CONVENTION GUIDE.

#### **RESPONSIBILITIES**

1. See responsibilities section for subcommittee chairperson (Exception being Rule # Four (4) ).
2. One (1) of three (3) co-signers on the UNITY bank account. The Chairperson, vice-chairperson, and the treasurer are the designated co-signers on the Unity bank account.
3. Chairs the main speaker meeting at the UNITY Convention.
4. ANY OTHER Responsibilities listed in the Unity Convention Guide.

### **ARTICE VII. REMOVAL OF THE MTASC ADMINISTRATIVE SERVANTS & SUBCOMMITTEE CHAIRPERSONS**

**SECTION I.** A member of the MTASC shall be removed from their service position for non-compliance, including but not limited to:

- A. Loss of abstinence
- B. Non-fulfillment of the duties of their position.
- C. Absence from two (2) consecutive regular MTASC meetings, without prior notification to the MTASC Chair or Vice-Chair.
- D. If a subcommittee chair is absent from two (2) consecutive regular subcommittee meetings without prior notification to the vice-chair of that subcommittee or the MTASC chair or vice-chair.
- E. Misuse or misappropriation of any NA funds or property.

**SECTION II.** Prior to removal from their position, the MTASC member in question shall receive the following:

- A. A thirty (30) day written notice from the MTASC chair indicating the exact nature of non-compliance.
- B. An opportunity to be heard relative to the non-compliance.

**SECTION III.** After notice and the opportunity to be heard, the final vote relative to the removal of the MTASC member shall be deferred to home groups for a group conscience vote through the active voting participants.

**SECTION IV.** In extreme circumstances, an MTASC member may be suspended pending the resolution of this question upon simple majority vote of the active voting participants present.

## **ARTICE VIII. THE MTASC MEETING AGENDA & FORMAT**

### **SECTION I. FORMAT**

- A. Opening Prayer
- B. Reading of the TWELVE TRADITIONS of NA (Vice-Chair)
- C. Reading of the purpose of the MTASC (Article III., Section I.)
- D. Roll Call; Administrative committee, subcommittee chairs, GSR's and their alternates.
- E. Establishment of quorum (simple majority of all active voting participants must be present in order to establish a quorum).
- F. Secretary's report; minutes may be read aloud or silently and then a vote taken as to whether or not to accept the minutes.
- G. Subcommittee reports, in alphabetical order.
- H. RCM report.
- I. Old business: to include any unfinished business from the previous month and any items deferred to home groups for group conscience.
- J. Elections of administrative committee and subcommittee chairs.
  - a. July for Administrative
  - b. August for UNITY
  - c. January for subcommittee chairs.
- K. New business: beginning with motions or any prearranged agenda items, followed by motions submitted prior to reconvening after the recess. (Motions submitted after reconvening should be put on next month's agenda, but may be voted on during the MTASC meeting at the discretion of the MTASC CHAIR or by the decision of a simple majority vote by the active voting participants present).
- L. SEVENTH TRADITION
- M. Recess for said period of time: Ten (10) minutes.
- N. GSR reports in alphabetical order.
- O. Treasurer's report: after the reading of the report a vote should be taken to accept the report "as is" or "with amendments."
- P. Chairperson's and vice-chairperson's reports.
- Q. Fifteen (15) minute open forum.

- R. Announcements
- S. Review of the business of the day.
- T. Plan and set date for the next MTASC meeting.
- U. Move for adjournment.
- V. Closing Prayer.

## **SECTION II. AGENDA**

- A. The chairperson shall arrange and submit to the MTASC secretary (to be mailed with the minutes) a tentative agenda of the next meeting. This should be completed twelve (12) days after each regularly scheduled MTASC meeting.
- B. Items appearing on the prearranged agenda will have priority over new business introduced at the MTASC meeting.
- C. After the tentative agenda has been distributed, it may be changed with a simple majority vote of the active voting participants.

## **ARTICLE IX. THE MTASC MEETING**

**SECTION I.** All MTASC or administrative meetings are open to the MTANA fellowship and to any interested member of NA.

**SECTION II.** Discussion at the MTASC meeting is welcomed from any concerned member of the MTANA but may be at the discretion of the chairperson, limited to GSR's, alternate GSR's, the administrative committee, subcommittee chairpersons, and/or any informed member of the MTANA.

**SECTION III.** In order to gain the floor a raise of the hand and recognition by the chairperson is necessary.

**SECTION IV.** A quorum of a simple majority of all active participants is required to conduct any MTASC business. The quorum shall be established by the chairperson at the start of the MTASC meeting through a roll call.

## **SECTION V. MOTIONS**

- A. Any member of the MTASC (See ARTICLE II) may make motions at the MTASC meetings.
- B. All motions shall be submitted on MTASC motion forms.
- C. All motions must be seconded by an active voting participant in order to be entertained.

## **SECTION VI. DISCUSSIONS OF MOTIONS**

- A. A time limit for questions and answers should be set by the MTASC chairperson before opening the floor for discussions and as such, the chairperson shall call for an end to the discussion at the set time.

- B. The discussion on motions should be kept to two (2) pros and two (2) cons, but the chairperson may at their discretion call upon informed members to answer or deliver points of information.

#### **SECTION VII. VOTING ON MOTIONS**

- A. Issues brought before the MTASC that deal with only MTASC business may be voted on then.
- B. Issues of controversy may be subject to a straw vote- decided by a simple majority of acting voting participants present- to either put the matter to a vote at that time or defer the motion to home groups for group conscience which will automatically put it on the next month's agenda under old business.
- C. If an issue pertains to the responsibility of subcommittee, it should be deferred to that subcommittee for discussion. A summary of the outcome of that discussion should appear on the subcommittee's next report.

#### **SECTION VIII. RECORDING THE VOTE OF THE MTASC**

- A. Motions and intent written by the marker of the motion on a motion form.
- B. A summary of the discussion on the motion.
- C. Disposition of the motion: i.e. Carried, defeated, tabled, out of order, deferred to a subcommittee or deferred to home groups for a group conscience.

#### **SECTION IX. SPECIAL BUSINESS MEETINGS OF THE MTASC**

- A. Administrative Committee Meeting (ACM)
  - a. Administrative committee meeting members are the MTASC chairperson, vice-chairperson, secretary, treasurer, regional committee member, and their respective alternates.
  - b. A quorum of a simple majority of all ACM members is required to conduct business.
  - c. The MTASC guidelines shall be followed.
  - d. The administrative committee may not set guidelines or conduct business of the MTASC, but may make recommendations to the MTASC.
  - e. The administrative committee is directly responsible to the MTASC and the secretary shall submit a written report after each meeting to the MTASC at the next regularly scheduled MTASC meeting.
- B. Emergency MTASC Meetings
  - a. An Emergency MTASC meeting may be called by the MTASC chairperson or by a petition signed by a simple majority of the MTASC active voting participants.
  - b. The purpose and the intent of the meeting shall be stated in a written proposal.
  - c. The purpose must be seconded by an active voting participant.
  - d. No business other than that stated in the proposal may be conducted.
  - e. If possible, at least fourteen (14) days written notice should be given to the MTASC.
  - f. Any emergency meeting shall follow the MTASC guidelines.

## **ARTICE X. STANDING SUBCOMMITTEES**

**SECTION I.** The MTASC may establish subcommittees as necessary to perform certain duties. These subcommittees will be formed upon approval by the active voting participants of the MTASC. These subcommittees may include but not limited to: Activities, Hospitals & Institutions (H & I), Newsletter, Outreach, Policy & Procedures, Public Information/Helpline, UNITY and any other subcommittee deemed necessary to carry the work of the MTASC.

**SECTIONS II.** Subcommittees should be used by the MTASC to:

- A. Assume responsibility in fulfilling NA's primary purpose in a specific way.
- B. Minimize the time spent in debate over certain issues.

**SECTION III.** ALL Subcommittees of the MTASC will create and adopt guidelines which are consistent with the TWELVE TRADITIONS, MTASC GUIDELINES and WORLD CONFERENCE APPROVED Handbooks or Guidelines.

**SECTION IV.** The guidelines of each subcommittee will be subject to review by the MTASC Policy and Procedure subcommittee and then for final approval by the active voting participants through group conscience.

**SECTION V.** Each subcommittee shall establish lines of communication with respective Regional and World subcommittees.

**SECTION VI.** Any property procured by a subcommittee will be owned by the MTASC for its overall use.

### **SECTION VII. PURPOSE OF EACH SUBCOMMITTEE**

- A. **ACTIVITIES** - The MTASC ACTIVITIES subcommittee deals with creating and organizing activities so recovering addicts may learn to again enjoy life in a whole, loving environment. They organize fundraisers, picnics, camp outs, dances, etc.
- B. **METRO H & I of MTANA and H & I of The Greater Nashville Area of Narcotics Anonymous (GNANA)** – H & I is in charge of carrying the message of recovery to addicts that cannot come to NARCOTICS ANONYMOUS meetings or to an institution which for any reason has restrictions that differ from the TWELVE TRADITIONS. The H & I Subcommittee keeps a record of H & I meetings, coordinates panels and establishes NEW meetings for as many hospitals and institutions as possible. They are accountable for all NA approved literature dispersed at any H & I meetings. **SEE H & I GUIDELINES.**
- C. **LITERATURE** – The literature subcommittee has a three-fold purpose in carrying the NA message to the addict who still suffers. ONE- to review literature assignments from the WORLD LITERATURE subcommittee and give input to these projects in accordance to the guidelines of the WLC. TWO- to begin projects pertinent to this Area (i.e. meeting lists) submitting requests to the WLC for INFORMATION PAMPHLETS (IP'S) for placement on the "D"

list. THREE – the distribution of Conference approved Literature to members, groups, and subcommittees of the MTANA. See LITERATURE GUIDELINES.

- D. **METRO NEWSLETTER of MTANA and NEWSLETTER of The Greater Nashville Area of Narcotics Anonymous (GNANA)** – Newsletter exists to serve the needs of addicts seeking recovery in our fellowship by informing the fellowship of news, upcoming events, clean date anniversaries, hospitalizations or death of members of NA and to promote unity within our fellowship. See NEWSLETTER GUIDELINES.
- E. **OUTREACH** – The purpose of this OUTREACH subcommittee is promoting unity within the MTANA by providing service to its groups. The OUTREACH subcommittee helps new meetings get established and to keep those established meetings going. See OUTREACH GUIDELINES.
- F. **POLICY AND PROCEDURE** – The Policy and Procedure subcommittee deals with issues of policy of the MTASC. The general policies of NA are expressly stated in the TWELVE TRADITIONS and the ***A Guide to Local Services in NARCOTICS ANONYMOUS***, however, their application at the local level and our adherence to them is the concern of this subcommittee. The MTASC may turn to this subcommittee for interpretation and verification of subcommittee guidelines. See POLICY AND PROCEDURE GUIDELINES.
- G. **METRO PUBLIC INFORMATION/HELPLINE of MTANA and PUBLIC INFORMATION/HELPLINE of The Greater Nashville Area of Narcotics Anonymous (GNANA)** – The purpose of the PUBLIC INFORMATION/HELPLINE is to give information that NARCOTICS ANONYMOUS is available to "the addict who still suffers (BT: xii, 12)." These subcommittee responsibilities are two-fold. Not only does it deal with attraction through the media and other accepted means of communications within the community, but also establishes, maintains and coordinates an effective 24-hour-7 day a week answering service. The purpose is to provide a means by which a suffering addict can reach a member of NA. See The GUIDE TO PUBLIC INFORMATION.
- H. **UNITY** – The UNITY subcommittee's purpose is to host a convention to celebrate the Fellowship and unity of NARCOTICS ANONYMOUS. This convention is to be held only in the years that the Volunteer Regional Convention is not hosted by the city of Nashville or its surrounding counties. See UNITY GUIDELINES.

#### **SECTION VIII. AD-HOC and TEMPORARY SUBCOMMITTEES**

- A. Ad-hoc subcommittees will be formed for the purpose of information gathering only. The chairperson has the authority to appoint ad-hoc subcommittees for such special purposes as deemed necessary to fulfill specific functions. The chairperson of an ad-hoc subcommittee shall be appointed by the MTASC chairperson. The purpose and duration of existence of any such subcommittee shall be set at the time of appointment.
- B. Temporary subcommittees may be formed for the purpose of carrying out specific functions that cannot be carried out by the MTASC or an MTASC subcommittee. These temporary subcommittees shall follow the guidelines

for any other subcommittee and shall also be dissolved when their specific function has been completed.

**ARTICE XI. FUNDING OF THE MTASC**  
**SECTION I. PRUDENT RESERVE**

- A. The prudent reserve for the MTASC shall be determined and/or changed through group conscience of a simple majority vote from active voting participants present.
- B. The prudent reserve of the MTASC is \$2000, broken down as follows:
  - 1. \$500.00 for general business
  - 2. \$500.00 for activities subcommittee
  - 3. \$750.00 for Literature subcommittee
  - 4. \$250.00 for H & I
  - 5. \$500.00 over prudent reserve at the Treasurers discretion
- C. \$4000.00 seed money for the UNITY CONVENTION subcommittee each year and/or years that the convention is hosted by the MTANA. All monies are to be returned at the end of each convention cycle.
- D. After the needs of the MTASC have been met, any funds in excess of the prudent reserve shall be sent to the Volunteer Regional Service Committee (VRSC).

**SECTION II. EXPENDITURES**

- A. One time expenditures of \$500.00 or less can be voted on by the active voting participants present.
- B. One time expenditures of over \$500.00 shall be referred to home groups, unless a simple majority vote is taken to suspend this guideline for one motion only (this should be done in very rare instances).
- C. Before any vote can be entertained regarding expenditures the MTASC chairperson shall ask the MTASC Treasurer if the funds are available.
- D. Request for all funds must be submitted to the treasurer on a properly completed payment voucher.
- E. No check shall be written to an individual member without proof of the expenditure.

**ARTICE XII. PARLIMENTARY AUTHORITY OF THE MTASC**

Parliamentary authority shall be followed in the order of:

- A. The TWELVE TRADITIONS of NARCOTICS ANONYMOUS
- B. The ***A Guide to Local Services in NARCOTICS ANONYMOUS***
- C. The MTASC GUIDELINES
- D. ***Robert's RULES of ORDER, Newly Revised*** – except when they are not consistent with any of the above.

## **ARTICE XIII. AMEDNDING THE MTASC GUIDELINES**

**SECTION I.** The MTASC guidelines shall be by a simple majority vote of the MTASC home group conscience as brought forth through its active participants.

### **SECTION II. MOTIONS TO AMEND GUIDELINES**

- A. A motion for changing or amending the MTASC guidelines shall be submitted as any other motion.
- B. The motion shall be written with reference to the guideline to change first, followed by the new wording and finally the intent.
- C. At the discretion of the MTASC chairperson the motion may be deferred to the POLICY and PROCEDURE subcommittee for review and input or a vote (decided by simple majority of active voting participants present) shall be taken to consider the motion.

NOTE: This was the last of content of any guidelines that could be located. However, this was noted as page 16 of 17, but page 17 has not been located from any source or member checked.

### **ATTACHED ADDENDUMS**

1. MTASC AGENDA
2. TWEVLE CONCEPTS
- 3.

## MTASC AGENDA

Opening Prayer
Reading of the TWELVE TRADITIONS of NA (Vice-Chair)
Reading of the purpose of the MTASC (Article III., Section I.)
Roll Call; Administrative committee, subcommittee chairs, GSR's and their alternates.
Establishment of quorum (simple majority of all active voting participants must be present in order to establish a quorum).
Secretary's report; minutes may be read aloud or silently and then a vote taken as to whether or not to accept the minutes.
Subcommittee reports, in alphabetical order.
RCM report.
Old business: to include any unfinished business from the previous month and any items deferred to home groups for group conscience.
Elections of administrative committee and subcommittee chairs. <ul style="list-style-type: none"> <li>a. July for Administrative</li> <li>b. August for UNITY</li> <li>c. January for subcommittee chairs.</li> </ul>
New business: beginning with motions or any prearrange agenda followed by motions submitted prior to reconvening after the recess. <u>(Motions submitted after reconvening should be put on next month's agenda, but may be voted on during the MTASC meeting at the discretion of the MTASC CHAIR or by the decision of a simple majority vote by the active voting participants present).</u>
SEVENTH TRADITION
Recess for said period of time: Ten (10) minutes.
GSR reports in alphabetical order.
Treasurer's report: after the reading of the report a vote should be taken to accept the report "as is" or "with amendments."
Chairperson's and vice-chairperson's reports.
Fifteen (15) minute open forum.
Announcements
Review of the business of the day.
Plan and set date for the next MTASC meeting.
Move for adjournment.
Closing Prayer.

## TWELVE CONCEPTS FOR NA SERVICE

The Twelve Traditions of NA have guided our groups well in the conduct of their individual affairs, and they are the foundation for NA services. They have steered us away from many pitfalls that could have meant our collapse. Our various service units *serve*, for example, they do not govern; we stay out of public debate; we neither endorse nor oppose any of the many causes that our members may feel strongly about; our approach to addiction is a nonprofessional one; we are fully self-supporting. The traditions have provided our fellowship with essential guidance throughout its development, and they continue to be indispensable. The Twelve Concepts for NA Service described here are intended to be practically applied to our service structure at every level. The spiritual ideals of our steps and traditions provide the basis for these concepts, which are tailored to the specific needs of our fellowship's service structure. The concepts encourage our groups to more readily achieve our traditions' ideals, and our service structure to function effectively and responsibly. These concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our lives and our traditions have stabilized and unified our groups. The Twelve Concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

- 1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.**
- 2. The final responsibility and authority for NA services rests with the NA groups.**
- 3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.**
- 4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.**
- 5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.**
- 6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.**
- 7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.**
- 8. Our service structure depends on the integrity and effectiveness of our communications.**
- 9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.**
- 10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.**
- 11. NA funds are to be used to further our primary purpose, and must be managed responsibly.**
- 12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.**