

# **GUIDELINES OF THE MAGIC VALLEY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS**

## **ARTICLE I**

### **Name**

The name of this society shall be the Magic Valley Area Service Committee of Narcotics Anonymous, also known as the MVASC or MVASCNA.

## **ARTICLE II**

### **Object**

**Section 1** – The object of the MVASC shall be to administer and coordinate the business and activities common to the welfare of the Narcotics Anonymous groups within the boundaries of the Magic Valley Area, to support the general needs of these groups, to serve as a link between these groups and the Southern Idaho Regional Service Committee of Narcotics Anonymous. The MVASC will be bound and guided by the 12 Traditions of NA and The Guide to Local Services in Narcotics Anonymous.

**Section 2** – No part of the earnings, properties or assets of this Society shall go to the benefit of any private person or individual, or any member of this Society. Upon a loving separation of the Magic Valley Area Service Committee into two or more separate Areas, all net earnings, properties, or assets of this Society shall be equally divided among the newly formed Area Service Committees. However, upon liquidation or dissolution of this Society, all properties, and assets of this Society remaining after payment of provision for all debts and obligations shall be distributed and paid over to the World Service Office of Narcotics Anonymous.

## **ARTICLE III**

### **Members**

**Section 1** – This Society shall have two (2) classes of membership only: one of Voting, and one of non-voting.

**Section 1.1** – Voting members: The voting members shall be each Group Service Representative (GSR), or in the GSR's absence the GSR Alternate of each NA group within the Magic Valley Area. The terms GSR and GSR Alternate shall be defined as stated in the approved Guide to Local Services of Narcotics Anonymous.

**Section 1.2** – Nominated members with the intent of accepting nomination, must be present at the next MVASC when the vote takes place; otherwise the nominee forfeits the nomination.

**Section 1.2a**- Interim position lasting longer than 10 months, shall be considered a full one-year term of service.

**Section 1.3** – Service Resume will consist of nominee's name, position nominated, clean date, reason position desired or willing to serve, past service experience to include if position was fulfilled or resigned, and if resigned the reason for that resignation, if you have and use a sponsor, and what other qualities you bring to this position. This Service Resume will be included in the minutes for the groups use in voting.

**Section 2** – Any group not represented at two (2) consecutive meetings of the MVASC will be moved to a status of non-voting. When this group has been represented for two (2) consecutive meetings of the MVASC they will resume voting status, this guideline pertains to the MVASC quorum only.

**Section 3** – Groups can send any trusted servant of their group as representative to the MVASC. However, only the GSR or GSR Alternate of the group can carry the group vote.

**ARTICLE IV**  
**Officers**

**Section 1** – The officers of this society shall be a Chairperson, Vice-Chairperson, Secretary, Treasurer, 2 Regional Committee Members. RCMs will be elected one in odd years and one elected in even years.

**Section 2** – The officers and subcommittee chairs shall be elected by voting members to serve for one year and their terms shall begin at the close of the regular October meeting. RCMs are expected to attend the October SIRNA Service Committee meeting prior to their term of service. Their term of service will be from November to November of the following year to ensure that the RCMs attend SIRNA RSC, in accordance with section 2.1

**Section 2.1** – Outgoing officers and subcommittee chairs will assist incoming officers in learning the duties of their position.

**Section 3** – No officer shall hold more than one MVASC office at a time. No officer shall be eligible to serve more than two (2) regularly elected terms, consecutively, in the same office. Vacancies filled by a special election do not constitute a regularly elected term.

**Section 4** – In the case of a vacancy in the office of Chairperson, the Vice-Chairperson will assume the duties of Chairperson until the start of the regularly scheduled meeting following the election of a new Chairperson. In the case of a vacancy in the office of Regional Committee Members, another member shall assume the duties of the RCM until the start of the regularly scheduled meeting following the election of a new RCM.

**Section 4.1** – In the event of a position remaining vacant after elections, it shall be the duty of the officers of this body to fulfill these duties until such time as someone is elected to the position, unless otherwise specified in the Guidelines.

**Section 5** – Any officer or Service Committee Member of the MVASC will be removed from their position for non-compliance. A simple majority (50% + 1) vote of attending voting members is required for removal. Non-compliance includes, but is not limited to:

- A. Loss of abstinence
- B. Non-fulfillment of the duties of the position
- C. Absence from two (2) regularly scheduled meetings consecutively, without a report or representation.

**Section 5.1** – Should any officer or Service Member of the MVASC be absent from a regularly scheduled meeting, with or without alternate coverage, they need to prepare any needed information and reports and ensure that information will be available at the MVASC.

**Section 5.2** – Any officer of the MVASC or Resource Person who is voted out of office will receive a written notice of this action from the Area Secretary which has been signed by the Area Secretary or Chairperson.

**Section 5.3-** Clean time requirements for officers and sub-committee Resource Persons are as follows: Chair (5 Years), Vice-Chair (3 Years), Secretary (2 Years), Treasurer (3 Years), Regional Committee Members (4 Years), Public Relations (2 years) Literature Resource Person (3 Years), Activities & Fundraising Resource Person (18 months), Outreach Resource Person (1Year).

**ARTICLE V**  
**Duties of the Officers**

- Section 1** – It is the duty of the Chairperson of this society:
- a) To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.

- b) To announce in proper sequence, the business that comes before the assembly, or becomes in order in accordance with the prescribed order of business, agenda, and with the existing orders of the day. c) To recognize members or observers who have the right to the floor.
- d) To state and put to a vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings, and to announce the result of each vote; or, if a motion is made that is not in order, to rule it out of order.
- e) To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them. f) To enforce the rules relating to debate, and to order and decorum within the assembly. g) To expedite business in every way compatible with the rights of members and observers. h) To decide all questions of order, subject to appeal – unless, when in doubt, the chairperson prefers to submit the question to the assembly for a decision.
- i) To respond to inquiries of members relating to Parliamentary Procedure or factual information bearing on the business of the assembly.
- j) To authenticate by the Chairpersons signature, when necessary, all acts, orders and proceedings of the assembly.
- k) To declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- l) To arrange the agenda for each meeting.
- m) To be a cosigner on the society's bank account.
- n) To sign all certified copies of the acts of the society.
- o) To make a copy of the year's work at the annual meeting and to make sure that a date for the annual meeting is set by the November meeting of the ASC.
- p) To appoint a chairperson for special committees.
- q) To make sure a meeting room is available and/or reserved for the ASC meeting.

**Section 2 – It is the duty of the Vice-Chairperson of this society:**

- a) In the absence of the Chairperson, to serve as the Chairperson.
- b) To coordinate the functions of the committees.
- c) To be a co-signer on the society's bank account.
- d) To make a report on the year's work at the annual meeting.
- e) To be ex-officio a non-voting member of all committees.
- f) To be familiar with and enforce any applicable world approved guidelines.

**Section 3 – It is the duty of the Regional Committee Members of this society:**

- a) In the absence of the Chairperson or Vice-Chairperson, to serve as the Chairperson. b) To represent the society at each Southern Idaho Regional Service Committee Meeting. c) To make a report to the assembly at each regular meeting, covering the previous Southern Idaho Regional Service Committee Meeting.

**Section 4 – It is the duty of the Secretary of this society:**

- a) In the absence of the Chairperson, Vice-Chairperson, and the RCMs, to call the meeting to order and preside until the immediate election of a Chairperson pro-tem.
- b) To keep a record of all the proceedings of the society.
- c) To keep on file all committee reports.
- d) To sign all certified copies of acts of this society.
- e) To maintain record books in which the Guidelines, special rules of order, standing rules, and minutes are entered, with any amendments to these orders properly recorded, and to have the current record books on hand at every meeting.
- f) To send out to the membership a notice of each special meeting, known as the “call” of the meeting.
- g) To conduct the correspondence of the Society which is not a function proper to other officers or to committees.
- h) To make available copies of the ASC minutes to all Officers, Sub-Committee Chairs and Groups no later than two (2) weeks after the ASC.

**Section 5 – It is the duty of the Treasurer of this society:**

- a) To be the custodian of the society's funds, not entrusted to other officers or committees.

- b) To be cosigner of the society's bank accounts.
- c) To make a report of receipts and disbursements at each regular meeting.
- d) To make a full financial report at the annual meeting to be audited by an appointed committee.
- e) To disburse funds as necessary to fulfill the object of the society.

**Section 6** - It is the duty of all Sub- Committee Chairpersons, elected or appointed, of this Society: a) To attend 2 Regional sub-committee meetings. Funds will be made available if needed. (1 meal/ Fuel).

- b) Provide to the MVASC a written report at the next ASC following the Regional Service Committee meeting that was attended.
- c) To turn in receipts as in Article IX. Section 1.

## **ARTICLE VI** **Meetings**

**Section 1** – The regular meetings of the society shall be specified by the body.

**Section 2** – Special meetings may be called by the Chairperson of the society, upon written request of six (6) members of the society. The purpose of the meeting shall be presented in the “call”. No business other than that mentioned in the “call” shall be conducted. At least ten (ten) days notice shall be given.

**Section 3** - A majority, fifty percent plus 1 (50% +1), of voting members shall constitute a quorum.

**Section 4** - No meeting shall be added to the MVANA meeting schedule until it has been meeting for 90 days and is using NA approved literature. Literature produced by any other twelve step fellowships or any other organizations, outside of NA is not appropriate. This is to ensure that the schedule is as correct as possible and a clear NA message is presented.

## **ARTICLE VII** **Committees**

**Section 1** – The Magic Valley Area Service Committee may establish sub-committees as necessary to carry out the work of the society. Standing sub-committees shall be formed upon approval of voting members of the society. Standing sub-committees may include, but are not limited to, Literature, Public Relations and Activities. At the inception of the standing sub-committees, a Chairperson shall be elected by the voting members of the society in accordance with Article IV, Section 2.

**Section 1.1** – Each standing sub-committee as described in Article VII, Section 1, must submit a proposed annual budget at the September MVASC meeting, for voting on at the October MVASC, for monies necessary to fulfill the function of the committee.

**Section 2** – It is suggested that all standing sub-committees of the Magic Valley ASC shall create and adopt guidelines, which are consistent with the current Guide to Local Services in Narcotics Anonymous, the Twelve Traditions of N.A., and the best information available from the Narcotics Anonymous World Services/NAWS in the form of NAWS approved Handbooks or Guidelines. The Guidelines of each standing sub-committee shall be subject to approval by the Magic Valley ASC, as a whole.

**Section 3** – Any money raised by these sub-committees shall be turned over to the MVASC Treasurer at the meeting following the raising of said money.

**Section 4** – The Chairperson of the Magic Valley ASC shall have the authority to appoint Ad-Hoc Committees for such special purposes as may, from time to time, be deemed necessary to fulfill specific purposes. The purpose, membership, and duration of any such committee shall be specifically designated at the time of the appointment.

## **ARTICLE VIII**

### **Funds**

Prudent Reserve, as set by this body, should be no lower than \$600.00. MVANA reserves the right to withhold up to 50% from profits of Regional events, ie.. (SIRCNA, Serenity In The Wilderness), for future MVANA needs.

**Section 1.** – Receipts must be turned in for all funds used by members of the MVASC, where applicable, at the next scheduled ASC Meeting.

**Section 2.** -- Budgeted funds may be requested at the ASC prior to their need.

**Section 2.1** – RCM and Alternate RCM monies shall be divided equally to assist in maximum attendance and learning at the RSC meetings, as well as to follow Article V, Section 6 b.

## **ARTICLE IX**

### **Theft Policy**

The 11<sup>th</sup> Concept of NA Services establishes the sole, absolute priority for the use of NA funds: “ to further our primary purpose.” The 11<sup>th</sup> concept gives the MVASC a mandate from the MVA Groups that calls for total financial accountability. With this in mind, any misuse of funds by Trusted Servants must not be tolerated.

a) Once the Chairperson or any member of the MVASC, knowing of a misuse, theft or misappropriation of NA funds shall immediately disclose to the MVASC Executive committee the alleged misuse of funds. b) The Executive Committee will then request a private closed meeting with the responsible party(s). c)

At that time the Executive Committee will evaluate the circumstances of the alleged misuse.

d) Full restitution is required within 90 days of the Executive Committee disclosing the misuse or theft or misappropriation.

e) If restitution is not made or the responsible party (s), cannot come to an agreed payment plan, then the party(s), will be subject to civil and/or criminal prosecution carried out by the MVASC. g) Any member who has knowingly misused NA funds will not be able to hold another position in MVASC for at least 2 years.

## **ARTICLE X**

### **Amendments to the Guidelines**

These Guidelines may be amended by a simple majority (50% + 1) vote of those voting members attending a regular meeting of the ASC provided the exact wording of the amendment has been submitted in writing and announced at a previous meeting.

**Section 1.1-** All proposed amendments to the MVASC guidelines must have a second from a MVANA Group Service Representative /Alternate Group Representative. These amendments must also list intent and be on a Guideline Amendment form.

**Section 1.2-** Any housekeeping corrections do not need to be turned in as proposed amendments. They need just be pointed out and corrected at the first opportunity. These would be things such as spelling, punctuation, use of the wrong word etc.

**Section 2** - The Guideline Ad-Hoc Committee will be responsible to check any new Guidelines against the previous ones for correctness and ensuring that nothing has been lost or changed, which was not in the accepted amendments, and to check for housekeeping errors.

## **ARTICLE XI**

### **Timeline**

In addition to our Guidelines, we should follow our  
Timeline.

Date amended: October 2024.

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Chairperson, Magic Valley Area Service Committee of Narcotics Anonymous

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Secretary, Magic Valley Area Service Committee of Narcotics Anonymous

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