**Revised**

**January 13th, 2024**

**Morongo Basin Area Service Committee**

**Guidelines of Narcotics Anonymous**

This committee shall be known as the Morongo Basin Area Service Committee of Narcotics Anonymous, hereafter referred to as MBASC. The MBASC is compromised of the executive body of elected servants: Chair, Vice Chair, Secretary, Alternate Secretary, Treasurer, and Alternate Treasurer. There are also Sub-Committee Chairpersons, Regional Committee Members, Convention Representative, Alternate Convention Representative and other Group Service Representatives and Alternates. In addition, there are various Committee chairpersons. MBASC meetings are open to any member of Narcotics Anonymous and are closed to the general public.

**Article I: Service Area**

The Morongo Basin Area boundaries are from the Riverside County line on the west to the Colorado River on the east and from Lucerne on the north to Joshua tree National Park on the South.

**Article II: Purpose**

Our primary purpose is to help the addict who still suffers. We serve as a link between the groups and our region within the frameworks of the 12 Traditions, 12 Concepts, the service structure of Narcotics Anonymous and the guidelines of a loving Higher Power.

**Article III: Function**

To assist Morongo Basin Area Narcotics Anonymous meetings in fulfillment of their primary purpose.

**Article IV: Officers/Members**

Functions and Qualifications

Continuous clean-time and the willingness to serve are required for all positions. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A. Service is essential. Also, willingness to have their name and phone numbers published in the meeting directory, on monthly reports, and other MBASC documents.

1. **Chairperson:** 3 years continuous clean-time, 1 year experience as an active member on the MBASC service body.
2. Presides at all MBASC meetings.
3. Provides a monthly written report to the MBASC meetings with 20 copies.
4. Responsible for all correspondence pertaining to MBASC.
5. Votes only in case of a tie in which the Chairperson must break the tie with a “yes” or “no” vote.
6. Co-signer on the MBASC bank account, Including Activities, and Literature accounts.
7. Has access to keys for the MBASC P.O. Box and MBASC storage shed.
8. Serves as a point of contact for any and all insurance purposes.
9. **Vice-Chairperson:** 3 years continuous clean-time, 1 year experience as an active member on the MBASC service body.
10. Performs the duties of the Chairperson in their absence.
11. Assist the Chairperson in conducting the monthly MBASC meeting and preparing the agenda.
12. Provides a monthly written report to the MBASC meeting, with 20 copies.
13. Is the liaison between the MBASC and all sub-committees. (see article VII operational guidelines i & j)
14. Co-signer on the MBASC bank account.
15. Assumes the Chairperson position until a new chairperson is elected.
16. Chairs the Joint Administrations Committee (JAC) meetings. (ad-hoc meetings)
17. **Regional Committee Member (RCM):** 2 years continuous clean-time, 1 year service experience at the area level. Regional Committee Member serve as the core of the Regional Service Committee: This coordinates service forums with the region and conducts the regional assembly when in MBA.
18. Attends monthly California Inland Regional Service Committee (CIRNA) meetings, provides two-way communication between MBASC at the regional service level.
19. Attends monthly MBASC meetings.
20. Represents the group conscience of the MBASC at the regional level.
21. Assumes position of the Chairperson until a new Chairperson or Vice Chairperson is elected.
22. Chairs MBASC meetings in the absence of the Chair and Vice-Chair.
23. Provides a monthly written report of the Regional Service Committee business to be disturbed to MBASC with 20 copies.
24. Coordinates with Regional Delegates to annually review the Conference Agenda Report (CAR), to be funded by the MBASC.
25. Submits a copy of their report to the region to the MBASC Secretary to be included in the archives.
26. **Regional Committee Member Alternate:** 2 years continuous clean-time, 1 year service experience at the area level.
27. Attends monthly California Inland Regional Service Committee (CIRNA) meetings, provides two-way communication between MBASC at the regional service level.
28. Attends monthly MBASC meetings.
29. Assumes position of the Chairperson until a new Chairperson or Vice Chairperson is elected in the absence of the RCM.
30. Chairs MBASC meetings in the absence of the Chair, Vice-Chair, and RCM.
31. Co-coordinates annual review on the Conference Agenda Report (CAR) with RCM and Regional Delegates, to be funded by the MBASC.
32. Provides a monthly written report of the Regional Service Committee business to be disturbed to MBASC with 20 copies in the absences of the RCM.
33. **Treasurer:** 3 years continuous clean-time, 1 year experience as an active member on the MBASC service body and have a working knowledge of financial keeping.
34. Access custodian and co-signer of the MBASC bank account.
35. Maintains MBASC financial ledger.
36. Maintains reports of all contributions and expenditures at each MBASC meetings.
37. Prepares monthly written statement to the be submitted to MBASC with 20 copies.
38. Holds key to the MBASC P.O. Box and picks up mail.
39. Must make the deposit for funds within 6 business days of the monthly MBASC meeting.
40. Make records available for quarterly audits by the executive body along with any interested member of Narcotics Anonymous.
41. Transfer EIN number and signers on the bank account within 60 days of election.
42. Attends monthly MBASC meetings.
43. The Treasurer will do accounting for all area subcommittees without a bank account. The Treasurers of subcommittees will provide a written accounting each month to the MBASC.
44. **Alternate Treasurer:** 2 years continuous clean-time, 1 year experience as an active member on the MBASC service body.
45. Assumes the position of the treasurer in their absence.
46. Attends monthly MBASC meetings.
47. Assist the Treasurer in fulfilling their duties.
48. Responsible for verifying all the monies at the end of the MBASC meeting.
49. Assume the position of the Treasurer until a new one is elected.
50. In the absence of the treasurer provides a written report to the MBASC with 20 copies.
51. **Secretary:** 2 years continuous clean-time, 1 year experience at the Area Level.
52. Attends and records minutes at the monthly MBASC meetings.
53. Prepares and makes available copies of the minutes to all MBASC members.
54. Responsible for recording amendments to the guidelines.
55. Bring 20 copies of the minutes agendas and contact list to the MBASC meeting.
56. Maintains roll call and group attendance.
57. Notifies outreach of all groups in danger of becoming ineligible to vote.
58. Custodian of all MBASC files and archives.
59. To be funded a budget of $50.00 as needed.
60. **Alternate Secretary:** 1 years continuous clean-time, and 6 months experience at the Area Level.
61. Perform the duties of the secretary in their absence.
62. Attends monthly MBASC meeting.
63. Assist the secretary in fulfilling their duties.
64. Assumes the position of the Secretary until a new one is elected.
65. In the absence of Secretary bring 20 copies of the minutes, agenda, and contact list to the MBASC Meeting
66. **Convention Representative:** 1 years continuous clean-time, and 6 months experience at the Area Level.
67. Acts as a liaison between the MBA and the Convention Committee.
68. Attends all MBASC and Convention Committee meetings.
69. Provides a written report to the MBASC meeting with 20 copies.
70. Provides a written report to the Convention Committee from the MBASC.
71. **Convention Representative Alternate:** 1 years continuous clean-time, and 6 months experience at the Area Level.
72. Acts as a liaison between the MBA and the Convention Committee.
73. Attends all MBASC and Convention Committee meetings.
74. In the absence of the Convention Representative, provides a written report to the MBASC with 20 copies.
75. In the absence of the Convention Representative, provides a written report to the Convention Committee from the Morongo Basin Area.
76. **Group Service Representative (GSR):**
77. Attends monthly MBASC meetings from beginning to the end.
78. Represents and maintains active participation in their meetings
79. Reports any problems to the MBASC that affects the group or NA as a whole.
80. Bring all monies donated to our Area to the MBASC treasurer.
81. Is encouraged to be a member of a subcommittee. (See IP #2, “The Group”)
82. Responsible for reporting all that transpires at the MBASC meeting to their group.
83. Shows willingness to develop a working knowledge of the NA 12 Traditions, 12 Concepts of NA service, the Guide to Local Service and the MBASC Guidelines.
84. Can represent more than one Group at a time but will only have one vote at the MBASC.

1. **Group Service Representative Alternative:**
2. Attends monthly MBASC meetings from beginning to the end in the absence of GSR.
3. Assists the GSR in fulfilling the duties of their commitment.
4. Assumes the duties of the GSR in their absence.
5. Shows willingness to develop a working knowledge of the NA 12 Traditions, 12 Concepts of NA service, the Guide to Local Service and the MBASC Guidelines.
6. Can represent more than one Group at a time but will only have one vote at the MBASC in the absence of the GSR.

**Article V: Sub-Committees**

1. All subcommittees are directly responsible to the MBASC.
2. All subcommittee Chairpersons and Treasurers should have at least 2 years continuous clean time. Subcommittee Vice-Chairperson should have at least 1 year continuous clean time.
3. All proposed guidelines must be approved by the MBASC and drafter by its subcommittee officers and active members to include:
	1. Name
	2. Purpose
	3. Function
	4. Voting Procedure
	5. Bank Account
	6. Working Capital
	7. Inventory
4. All guidelines must be in accordance with the MBASC guidelines.
5. Make records available for quarterly audits by the executive body and other interested members of NA in March, June, September, and December
6. The subcommittee guidelines are to be reviewed annually by subcommittees and submitted to the MBASC by Januarys ASC meeting. If none is submitted, MBASC Executive Body will review and revise guidelines as needed.
7. All subcommittees will have a Treasurer, or a Chair prepare and submit a monthly financial statement to the MBASC to the MBASC Treasurer prior to the ASC meeting.
8. All subcommittees will maintain a list of contacts and procedures for training of future participants and history of monthly meetings to be archived at the end of the calendar year.
9. All subcommittee officers will be elected from within the subcommittee, or if necessary, by the MBASC.
10. All subcommittees hold and announce in written report, regularly scheduled meetings.
11. All subcommittees will submit a monthly report of all business: Defined as Inventory and Financials, to the MBASC meeting with 20 copies.
12. All Ad-hoc committees will be formed in accordance with “A Guide to Local Service in Narcotics Anonymous.”
13. **Outreach:**
14. To ensure that any NA member, group, or meeting can participate in the service structure and receive its support.
15. To assist groups in solving problems that would impede their growth or threatens their survival.
16. To help groups overcome isolation by encouraging increased knowledge, contact, and exposure to NA.
17. Will be supported by the MBASC.
18. Will conduct GSR orientation prior to the MBASC meeting and provide the group packet.
19. **Meeting Directory/Newsletter:**
20. Updating, printing, and making copies of the meeting directories available to all members of the MBASC. GSRs should forward the directories to their groups.
21. All MBASC officers and their contact phone numbers are to be listed in the directory.
22. Our primary purpose is to carry the message of NA to the addict who still suffers. With that in mind, we would like build unity through communication and person experience.
23. Print and have available to the fellowship and MBA community a quarterly newsletter and meeting directory.
24. Will be supported and funded by the MBASC.
25. To be funded a budget of $60.00 as needed.
26. **Phonelines:**
27. Maintains telephone information service for NA that helps addicts and others in the community find NA quickly and easily.
28. Assist the Public Information Committee.
29. Will be supported by the MBASC.
30. **Hospitals & Institutions:**
31. The primary purpose is to carry the message of NA to addicts living in controlled environments.
32. Will be supported by MBASC.
33. Operate under the guidelines as set down by the World H&I Handbook.
34. **Public Information:**
35. The primary purpose is to carry the message of NA to addicts living in the community per PI guidelines set down by World Services.
36. Will be supported by the MBASC.
37. Operates under the guidelines set down by the World PI Handbook.
38. **Activities:**
39. Provide activities for the MBASC.
40. Have a treasurer that maintains a 2-signature bank account.
41. Have a working capital of $2500.00 in monies and $500.00 in inventory, excluding fundraising items: i.e. T-shirts, plaques, etc.
42. All MBA activities are required to have a 3 month lead in time with flyers.
43. Will utilize MBASC P.O. Box for all correspondence.
44. **Literature:**
45. Stock and distribute NA approved literature, chips, etc.
46. Maintain a bank account requiring 2 signatures.
47. Have a working capital of $2000.00 including monies and inventory.
48. **Joint Administration Committee (JAC) AD HOC:**
49. Members: MBASC executive body, subcommittee chairs or informed representatives, GSRs, and any member of NA may attend.
50. Performs research-oriented tasks, as directed by the MBASC, on items which take up too much time on the ASC floor.
51. Acts as a policy committee for guideline review of the MBASC and if needed subcommittees.
52. Provides a forum for subcommittees to discuss problems and solutions.

**Article VI: Voting Procedures**

1. The voting participants of the MBASC are:
2. GSRs of a group vote on money issues.
3. The MBASC Chairperson only votes in the event of a tie.
4. All attendees of the MBASC meeting vote during elections and on non-monetary issues.
5. New GSR’s become eligible to vote at 2nd consecutive MBASC meeting unless the meeting still has an eligible vote.
6. Meetings remain eligible to vote by attending 2 out of 3 MBASC meetings.
7. Voting participation is based on the roll sheet taken before old business.
8. A quorum, consisting of a 2/3rd or more of eligible GSRs with voting privileges, must be present in order to conduct business. Quorum eligibility is based on the previous months MBASC GSR Sign-in
9. A 2/3rd vote by GSRs is required for new or additional expenditures.
10. All attendees of the MBASC vote for the removal of elected or confirmed position, and policy changes.
11. Motions may be made by any member of the MBASC but must be seconded by a GSR before discussion and voting.

**Article VII: Finances**

 A. To fund flow quarterly to Region any excess funds above our working capital.

**The Twelve Concepts for NA Service**

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.