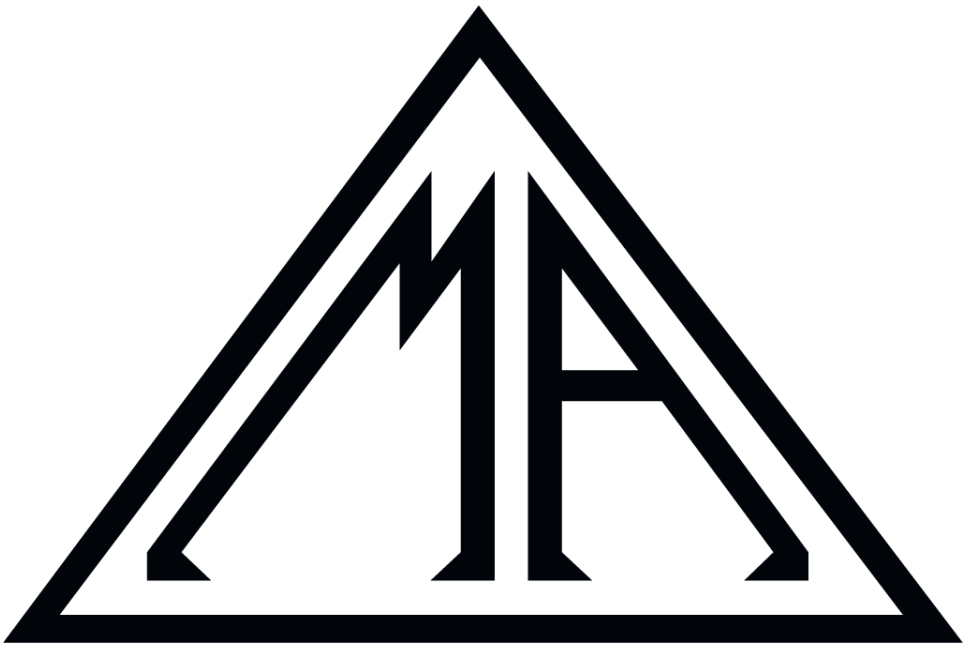
MARIJUANA ANONYMOUS WORLD SERVICES



SERVICE MANUAL

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Table of Contents

PART ONE—The Program 1

Chapter 1—What is Marijuana Anonymous? 1

Chapter 2—The Role of Service in Marijuana Anonymous 2

Chapter 3—The Path of the Group Conscience 3

The Inverted Pyramid 3

Service Sponsorship 4

PART TWO—The Group 5

Chapter 4—Meeting Officers 5

Secretary 5

Treasurer 6

Literature Person 6

Refreshments and/or Coffee Person(s) 7

Chip Person 7

Steering Committee 7

Chapter 5—Group Service Representatives 8

Chapter 6—The Group 9

Chapter 7—Suggested Meeting Formats 11

How It Works 16

The Twelve Traditions of Marijuana Anonymous 17

Group Meeting Record....18
Chapter 8—New Meeting Start-Ups....19
Note Regarding Liability Insurance....19
Start-ups Outside of Districts....19
Start-ups in an Existing District....20
PART THREE—The District....22
Chapter 9—The District....22
Chapter 10—The District Service Committee Meeting....23
Suggested District Service Committee Meeting Format....23
Chapter 11—District Officers....24
Chairperson....24
Vice Chairperson....24
Secretary....24
Treasurer....25
Chapter 12—Subcommittees....26
Hospitals and Institutions....26
Public Information....26
Correspondence (PO Box & Phone Line)....27
Literature....27
Events....27
Chips....27
Internet....27
Ad Hoc Committees....28

Chapter 13—Delegates....29
Conference Delegate Responsibilities....31
Chapter 14—Criteria for Acceptance of New or Split Districts....32
Chapter 15—Rules of Order as Adapted for Marijuana Anonymous....33
Motions....33
Voting....34
Chapter 16—Guidelines for District Treasurers....35
How to do a Bank Reconciliation....37
District Treasurer's Monthly Check List....38
Chapter 17—The Third Legacy Procedure....40
Rules and Procedures....40
The Process....40
Chapter 18—Events and Fund-Raising....42
Events....42
Suggested District Special Events....42
Fund-Raising....42
Chapter 19—Convention Guidelines....44
Types of Conventions....45
Planning....45
Paying the Bills....46
Insurance....47
What Makes a Good Convention?....47
Tips on Good Convention Management....47

PART FOUR—World Services **49**

Chapter 20—The Relationship between the Society of MA and the MAWS Corporation 49

Chapter 21—Trustees 51

Actions without a Meeting / "Unanimous Written Consent" 51

Trustee Job Descriptions 53

President 54

Secretary 55

Treasurer 55

Literature 56

Hospitals and Institutions 56

Public Information 56

Policies and Procedures 57

Internet 57

Outreach 58

Conferences and Conventions 58

Chapter 22—The Marijuana Anonymous World Service Conference 59

Conference Members 60

Conference Committees 60

Guidelines for Conference Motions, Recommendations and Reports 62

Guidelines for Writing a Conference Agenda Item 63

The Meaning of the Conference Charter of Marijuana Anonymous 64

The Conference Charter of Marijuana Anonymous 65

1989 Resolution of the Third Unity Conference of Marijuana Anonymous 68

Guidelines for Future Conferences 69

Chapter 23—Literature 70

Conference Approved Material 70

Chapter 24—Foundation Documents 71

Articles of Incorporation of Marijuana Anonymous World Services 71

Bylaws of Marijuana Anonymous World Services
a California Public Benefit Corporation 73

* Service Manual numbering at the top of each appendix page.... -##-

PART FIVE—Appendices 91

Appendix 1—Hospitals and Institutions Handbook 1

Purpose 2

MA Panel/Secretary Format 4

Guidance for Panel Leaders and Members 5

Example Regulations Relating to Visiting Privileges in one
California Correctional Institution 6

Positions: Term of Service, Qualifications and Responsibilities 7

Appendix 2—Public Information Handbook 1

Introduction 2

Getting Started 2

Posting Flyers and Distribution of Literature 3

Internet 3

Radio 3

Television 4

Listings (Paper-Based) 4

Mass Mailings (Paper or E-Mail) 5

Area Offices: Suggested Terms—Qualifications—Responsibilities 7

MAWS PI Committee Chair/Trustee 7
Public Service Announcements (PSAs) 8
Sample Cover Letter to Service Providers 13
Appendix 3—MA Literature Translation Handbook 1
Introduction 2
Purpose 3
How to Start the Translation Process 3
Translation Reminder 4
Translation Process 5
Reviewer's Reminder 6
Corrections 7
Modifications 8
Back Translation 8
Working Conditions and Environment 8
Certification Statements 9
Appendix 4—Suggested Meeting Formats, Spanish 1
Appendix 5—Suggested Meeting Format, French 1
Appendix 6—Office Manager Job Description 1
Appendix 7—A New Leaf Publications Charter 1

PART ONE—THE PROGRAM

Chapter 1—What is Marijuana Anonymous?

Marijuana Anonymous (MA) is a society dedicated to helping marijuana addicts recover from their addiction. Our primary purpose is to carry the message of recovery to the marijuana addict who still suffers. We do this when we work with other addicts, greet new members, meet in our groups and band our groups together to serve the community.

Marijuana Anonymous World Services (MAWS) serves the society of MA. It serves those addicts who need to know how to start a group, meet in a hospital or institution, disseminate information to the public and cooperate with professionals. MAWS provides information to groups that want to create a new District or send their representatives to the MAWS Conference. In these and related activities, MAWS plays a crucial part in our service activities.

MAWS writes, approves and publishes literature, including this service manual. It engages in other activities that help districts and groups stay united and in communication. It performs most of the background work and coordinates all that is necessary for district representatives to meet annually to build unity through our experience, strength and hope. This annual meeting is called the MAWS Conference.

The purpose of this manual is to explain the purpose and organization of the service structure of MA. We hope that this manual will help all who are interested in MA understand the need for service and the way in which it is rendered.

The procedures, guidelines and service structures have been created to best unify MA and pursue the goal of helping the marijuana addict. MA remains flexible and its organization may change. Change occurs through the group conscience of the members expressed by their Delegates to districts and MAWS.

Chapter 2—The Role of Service in Marijuana Anonymous

The Twelfth Step teaches us that as part of our own recovery we must carry the message to the marijuana addict who still suffers. We must carry the message or else we may fail in our own recovery and marijuana addicts who have not received our message may never find their way to recovery.

Within MA, service means anything from working with an individual addict to participating at the MAWS level. Service may include the following: establishing and maintaining meetings, working with hospitals and institutions to carry the MA message, opening the lines of communication through telephone services and listings, running a national office, etc. Service positions range from: meeting officer, committee member, Group Service Representative (GSR), to Delegate and Trustee. These services are necessary if we are to become a visible and vital presence for any marijuana addict who wants to stop using marijuana and needs help.

When we come to a meeting we meet other recovering addicts to share experience, strength and hope. This is an essential part of MA's program of recovery. It is service work that makes it possible for addicts to come together. Quality service work results in better outreach and greater attendance at meetings.

These services are essential to MA's existence and growth. Service makes it possible for suffering marijuana addicts to learn of MA and to locate and attend meetings. Without service there would be chaos and confusion in MA.

MA as an organization respects and responds to the needs of marijuana addicts through its traditions, steps and concepts. The Second Tradition explains that service is service and not control and states that our elected representatives are but trusted servants; they do not govern. Our representatives' primary purpose is to serve the addict who still suffers. We are not guided by issues of money or prestige.

Chapter 3—The Path of the Group Conscience

The Inverted Pyramid

Our traditions say that our program should never be organized and should always remain nonprofessional. They also state that there is no authority within MA except that which expresses itself through the group conscience. These traditions have served as a means for guiding our growth away from power and prestige.

Our traditions also allow us to set up service boards, have special workers and committees, providing they are all responsible to those they serve.

The highest authority within MA is the individual, followed by the group. Because of size and geographical distances, it is not feasible for all groups to meet together at one location to express the group conscience. For this reason, MA has Group Service Representatives and MAWS Delegates. The only authority is that which is first expressed in the group conscience and then communicated by the group to MA as a whole.

We consider the structure of MA to be in the shape of an inverted pyramid with the members at the top. This concept of an inverted pyramid serves to constantly remind our service workers that they are trusted servants and do not have the right to govern us.

MA presently functions through districts and MAWS. Individual groups select Group Service Representatives. Groups belong to geographic areas called Districts. Group Service Representatives within a district meet periodically at meetings called District Service Committees. The service work of the district is discussed, planned and approved at these meetings.

The GSRs in a district meet and elect Delegates. Delegates serve to communicate the conscience of the groups in their district to MAWS. MAWS is the means by which group conscience is taken throughout MA. MAWS makes decisions necessary for MA to function as a whole, arranges for worldwide service and selects Trustees and committee chairs to carry out the service work of MA.

Service Sponsorship

Service sponsorship in MA is similar to individual sponsorship. Both types of sponsorship spring from the spiritual aspects of the program. The basis of all sponsorship is to lead by example. Service sponsorship can be defined as one marijuana addict who has made some progress in performance in service sharing this experience with another marijuana addict who is just starting the journey. A service sponsor is usually someone who has a strong background in the service structure of MA and is knowledgeable in the history behind it. The service sponsor often spends a great deal of time passing on what he/she has learned to others who want and need it badly. In doing so, the sponsor also benefits by fulfilling a sense of duty, giving back what was freely given and gaining a little more insurance against a possible slip.

Service sponsorship is customarily provided to a newly elected trusted servant by the individual who previously held the same position. The service sponsor is a resource to learn the responsibilities of performing service work as well as the guiding principles involved, including The Three Legacies of Recovery, Unity and Service, The Twelve Traditions, The Twelve Concepts and the principle of rotation. Rotation prevents any one individual from holding onto a position of trust long enough to feel a controlling interest and thereby discourage others from service. Rotation also allows individuals to move on in service and gives other members the privilege of serving.

Service sponsors can impart to their sponsees the pleasure of involvement in the work of MA. This is best done by stressing the spiritual nature of service work and by pointing out the usefulness of simple footwork and faith. Through growing knowledge and experience the sponsee becomes aware of the importance of service as part of individual recovery. With this knowledge, the individual is able to share their vision with others and ensure the future of MA.

Adapted from the AA Pamphlet "Questions and Answers on Service Sponsorship"

PART TWO—THE GROUP

Chapter 4—Meeting Officers

Although emphasis is placed on the fact that Marijuana Anonymous has no formal organization, there are jobs within each group that must be done by our trusted servants if the group is to survive and grow.

The basic service structure of the group consists of a Secretary, a Treasurer and a General Service Representative. In addition, many groups have a Steering Committee, a Literature Chair, Refreshments Chair, Birthday Chair, Newsletter Reporter, Greeters, etc. Remember; the more commitments each group has, the larger the core of members that comes each week.

Here are a few suggestions for newly chosen trusted servants:

Secretary—The group secretary, if wisely chosen, can add vitality and direction to the meeting. MAWS suggests a minimum of six months continuous clean time to serve as secretary. Length of term is usually six months.

Typical responsibilities of the secretary include:

1) Always be on time (at least 10 minutes before meeting begins)
2) Make sure the meeting begins and ends on time.
3) Pick a leader/speaker/chairperson for the meeting.
4) Make sure all service commitments are filled.
5) Make sure a business meeting is held once a month.
6) Provide time for the GSR, committee reports and any other MA announcements.
7) Provide GSR with any changes of meeting time, format, etc., to take to DSC Meeting for changes in the schedule.
8) Fill out meeting record sheet (*Group Meeting Record*).
9) Keep meeting format notebook and meeting records.

Treasurer—The group treasurer is the custodian and disburser of monies received via group collections and as indicated in the 7th Tradition, accepting money only from MA members. Suggested clean time is six months to serve. Suggested length of term is six months.

Typical responsibilities of the treasurer include:

1) Collect the 7th Tradition from the group.
2) Keep a detailed accounting of the group financial position (*Group Meeting Record*).
3) Keep the group funds. (Traditionally, groups do not accumulate funds beyond current expenses and retaining a prudent reserve of one month's expenses.)
4) Pay the rent for the meeting place. (As indicated by our 7th Tradition, some kind of rent should be paid, if only a token.)
5) Pay for refreshments and supplies.
6) Disburse money to purchase chips and MA literature.
7) Stay after meeting to collect money from the sale of literature (sold at cost).
8) Keep track of chips needed to be ordered from the DSC, if the meeting has no chip person.
9) Forward contribution to district office. (Local groups generally accept the 75/25 plan as recommended by the DSC, contributing 75% of the excess funds to the local district and 25% to the World Service organization.)
10) Keep the meeting records, if the secretary does not.
11) A prudent reserve is an amount of money set aside for use in extraordinary circumstances. It is not for use in ordinary circumstances, nor should it be held in excess above the group conscience. The recommended prudent reserve at the individual meeting level is one month's rent and one month's operating costs.

Literature Person—The typical responsibilities of the Literature person are:

1) Always be on time (preferably at least 10 minutes before the meeting begins).
2) Keep MA literature available and separate from non-approved literature.
3) Give literature report telling members what literature is available.
4) Set up "Newcomer Packets" with MA pamphlets, schedules and flyers and make sure newcomers get what they need.
5) Replenish the literature as needed.

Refreshments and/or Coffee Person(s)—The typical responsibilities of the Refreshments/Coffee person are:

1) Always be on time (at least 10 minutes before meeting begins).
2) Buy (or make, if desired) and bring refreshments, coffee, etc.
3) Keep refreshment costs within reason.

Chip Person—The typical responsibility of the chip person is to hand out chips at the meeting and replenish the supply as needed.

Steering Committee—Many groups feel that a Steering Committee is essential to the welfare and growth of the meeting. The committee is usually made up of past officers and concerned members. The committee represents a cross-section of the group and its chief function is to advise and aid selected trusted servants in business and policy matters for the meeting.

PLEASE REMEMBER:

1) All people with commitments should attend steering committee meetings. Steering committee meetings are for the group's business only and are held at a different time than the regular meeting.
2) All people with commitments should find someone to fill in if they cannot make the meeting.
3) Our leaders are but trusted servants; they do not govern.

Chapter 5—Group Service Representatives

Group service refers to all MA service work whose purpose is the maintenance and preservation of MA's unified identity and presence. Group service necessarily involves activities and decisions that are responsive to the group conscience of all MA groups.

To accomplish group service, each MA group chooses a Group Service Representative and an alternate. The GSR represents the voice of the group conscience, reporting the group's wishes and ideas to the District Service Committee Meeting. The GSR also reports DSC Meeting activities back to the group.

The GSR needs the confidence of the group and should have a good ear for listening. The GSR is in the position to determine the conscience of the group and is the voice for communicating the group's conscience to the rest of MA.

The GSR has the job of linking his or her group with the local district and MA as a whole. After a few months of service, the GSR should also be on one of the district committees to help serve MA as a whole. It is from this group of trusted servants that the MA Delegates are usually selected. Suggested clean time is six months to serve as a GSR. Length of term is one year. Typical responsibilities of the GSR include:

1) Report the group's wishes to the monthly DSC Meeting and to the Delegates to the MAWS Conference.
2) Should attend the monthly DSC Meeting, take notes and report back to the group, keeping the group well informed about MA.
3) Report to the group the minutes of trustee conference calls, MAWS financial reports and minutes of the Conference, as well as district business and activities.
4) Keep report concise. This is not the place for opinions; those should be discussed at the group's business meetings.
5) Confirm and/or take the group donations from the group's treasurer to the DSC Meeting.
6) Confirm that adequate supplies of chips and MA literature are available for the group.
7) Act as a "service sponsor" for the incoming GSRs when term is done.
8) Make certain that the alternate GSR attends the DSC Meeting in the event the GSR cannot attend.

Chapter 6—The Group

The meeting or group is the primary structure in MA. A meeting or group consists of two or more marijuana addicts who meet on a regular basis. These meetings are the basic source of recovery for the marijuana addict.

Groups are fully self-supporting, having no outside affiliations and no opinions on outside issues. Anonymity is an essential part of the program; all who attend should respect personal anonymity. Nothing said at the meeting may be repeated outside the meeting and the identity of all who attend is kept confidential.

To be part of MA, groups must meet the following guidelines:

1) The group is fully self-supporting through contributions from its members and supports all levels of Marijuana Anonymous service work;
2) The group's primary purpose is to help marijuana addicts recover through the Twelve Steps and Twelve Traditions;
3) The group has no outside affiliation;
4) The group has no opinion on outside issues;
5) The group's public relations policy is based on attraction rather than promotion and personal anonymity is maintained at the level of press, radio, TV and film.

These guidelines reflect the traditions and purposes of MA and express the group conscience of all MA groups, as expressed through MAWS.

Each group is fully autonomous except in matters affecting other groups or MA as a whole. There are no requirements on how a group may structure its meetings or organize its service work. The only limit to this autonomy is with respect to activities that affect other groups or MA as a whole. The five points listed above define the boundary between a group's autonomy and the activities that may affect MA as a whole.

Membership in MA and membership in a particular MA group should not be confused. The only requirement for MA membership is a desire to stop using marijuana. Desire for total abstinence from all mind altering substances including alcohol is a recommendation, but not a requirement for MA membership.

Some groups, through a group conscience, may choose to have additional requirements for membership. Groups may choose to hold meetings for members of a particular sex, sexual

orientation or professional group. Such group preferences, in accordance with the traditions, will be respected by MA and the group's preference will be indicated where feasible in meeting notices published by MA. Meetings may also be smoking or non-smoking, according to the conscience of the group.

A meeting may be open or closed. Everyone is welcome at an open meeting. Closed meetings are generally limited to marijuana addicts only. MA recognizes the right of any group to hold closed meetings and will identify the meeting as closed in meeting notices.

Marijuana Anonymous does not direct the manner in which a group functions. MA does suggest meeting formats that have been developed through our common experiences. In *Chapter 7—Suggested Meeting Formats* of this manual are meeting formats that have been approved by MAWS and are suggested for use by groups.

Marijuana Anonymous does not decide how a group will organize its business affairs. MA does, however, make suggestions on how a group may choose to organize its service work. The following suggestions reflect the cumulative experience of groups as expressed at the MAWS Conferences.

Chapter 7—Suggested Meeting Formats

There are no requirements on how a group may structure its meetings other than as set forth in *Chapter 6—The Group*. MA does suggest meeting formats that have been developed through our common experiences. The Suggested Meeting Formats in this chapter are Conference Approved for use by groups.

Some of the same material is available to smartphone and tablet users through MA's mobile app, facilitating impromptu meetings, anywhere and anytime. Computer users may download the formats from https://www.marijuana-anonymous.org/meetings/format.

The formats are tailored for the following meeting types:

- Participation Meeting
- Speaker Meeting with a Break
- Topic Meeting with a Break

The formats all share the same first page. This page is presented only once and is labeled **Page 1** at the top. The second page for each of the meeting types follows, each labeled with the type and **Page 2** at the top.

Additional readings (referred to in the formats) and a meeting record appear following the formats:

- Marijuana Anonymous How It Works
- The Twelve Traditions of Marijuana Anonymous
- Group Meeting Record

The suggested meeting formats have proven quite workable, but some groups use different formats, customized according to their group conscience while remaining faithful to the Twelve Traditions.

Additional suggested formats in Spanish and French can be found in *Part Five—Appendices*.

(CHAIRPERSON) Welcome, this is the regular _____ discussion meeting of Marijuana Anonymous. My name is _____ and I am a marijuana addict.

Let us open the meeting with a moment of silence followed by the **SERENITY PRAYER**.

God, grant me the serenity
to accept the things I cannot change,
the courage to change the things I can,
and the wisdom to know the difference

(PREAMBLE) Marijuana Anonymous is a fellowship of men and women who share our experience, strength and hope with each other that we may solve our common problem and help others to recover from marijuana addiction.

The only requirement for membership is a desire to stop using marijuana. There are no dues or fees for membership. We are self-supporting through our own contributions. MA is not affiliated with any religious or secular institution or organization and has no opinion on any outside controversies or causes. Our primary purpose is to stay free of marijuana and to help the marijuana addict who still suffers achieve the same freedom. We can do this by practicing our suggested twelve steps of recovery and by being guided as a group by our twelve traditions.

This is a non-cross talk meeting. Cross talk is defined as: directing questions or comments to any person whether positive or negative, giving advice, interrupting, having conversations on the side, being disruptive or disrespectful at any time during the meeting.

However, we encourage you to speak to others and ask questions after the meeting. These guidelines are suggested so that everyone can feel comfortable and safe while sharing.

WHO IS A MARIJUANA ADDICT?
We who are marijuana addicts know the answer to this question. Marijuana controls our lives! We lose interest in all else; our dreams go up in smoke. Ours is a progressive illness often leading us to addictions to other drugs, including alcohol. Our lives, our thinking and our desires center around marijuana—scoring it, dealing it and finding ways to stay high. As stated in our third tradition, the only requirement for membership in Marijuana Anonymous is a desire to stop using marijuana. This is to adhere to the "singleness of purpose" concept, but many of us have found that the only way that we can keep our sobriety is to abstain from all mind and mood altering chemicals, including alcohol.

Marijuana Anonymous uses the basic 12 Steps of Recovery founded by Alcoholics Anonymous, because it has been proven that the 12 Step Recovery program works! Would someone like to read the 12 Steps and **"HOW IT WORKS?" ("HOW IT WORKS" is read)**

At this time we give chips for various lengths of sobriety from marijuana, alcohol and all other mind altering chemicals. Is there anyone here who would like to take a Welcome chip? Anyone with 30 days of continuous sobriety? ...60 days? ...90 days? ...6 months? ...9 months? ...18 months?

For each 365 days of continuous sobriety we give a cake with a candle for each year of sobriety. Are there any cakes tonight?

If your birthday is coming up, please be sure to let the meeting secretary know a week or two in advance so that we can have a cake for you at this meeting.

There is no break, so help yourself to refreshments, but please do so quietly.

Please remember that anonymity is the foundation of this program and that whatever is said here is not to leave this room.

(CHAIRPERSON QUALIFIES FOR _____ MINUTES)

It is customary to read the Twelve Traditions and as _____ reads the Twelve Traditions of Marijuana Anonymous we will uphold the seventh. As the basket is being passed around, remember, while we have no dues or fees, we are proudly self-supporting though our own contributions. Newcomers need not feel obligated to contribute, others are privileged to do so. A donation of $2 or more is suggested to help cover rent meeting supplies and contributions to Marijuana Anonymous World Services in order to continue to carry the message to the marijuana addict who still suffers.

(THE BASKET IS PASSED AND THE 12 TRADITIONS ARE READ)

This is a discussion meeting of Marijuana Anonymous. We ask if you have had marijuana or any other mind-altering chemicals within the last 24 hours that you just listen and talk to someone after the meeting. Please keep your sharing to about 5 minutes so that we can let everyone have a chance to share. When you hear the knocking, please wrap it up. Who would like to begin?

(10 MINUTES BEFORE THE CLOSE OF THE MEETING) Our time is up for now. I'd like to thank everyone for participating in our meeting. If anyone has any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help. If you can't attend a meeting, MA has meetings online. Visit MA on the web. It is now time for the Secretary's Reports.

(AFTER THE MEETING'S REPORTS) I would like to close by having _____ read the passage of his/her choice and after a moment of silent meditation for the addict who still suffers, lead us in the prayer of his/her choice.

Approved for Starter Kits—MAWS Conference May 1991

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If your birthday is coming up, please be sure to let the meeting secretary know a week or two in advance so that we can have a cake for you at this meeting.

Please remember that anonymity is the foundation of this program and that whatever is said here is not to leave this room. Our speaker for tonight is_____

(SPEAKER QUALIFIES FOR _____ MINUTES)

(CHAIRPERSON RESUMES) Thank you, _____. There will now be a five minute break.

(AFTER THE BREAK) It is customary to read the Twelve Traditions and as _____ reads the Twelve Traditions of Marijuana Anonymous we will uphold the seventh. As the basket is being passed around, remember, while we have no dues or fees, we are proudly self-supporting though our own contributions. Newcomers need not feel obligated to contribute, others are privileged to do so. A donation of $2 or more is suggested to help cover rent, meeting supplies and contributions to Marijuana Anonymous World Services in order to continue to carry the message to the marijuana addict who still suffers.

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Approved for Starter Kits—MAWS Conference May 1991

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Please remember that anonymity is the foundation of this program and that whatever is said here is not to leave this room.

(CHAIRPERSON QUALIFIES FOR _____ MINUTES)

There will now be a five minute break.

(AFTER THE BREAK) It is customary to read the Twelve Traditions and as _____ reads the Twelve Traditions of Marijuana Anonymous we will uphold the seventh. As the basket is being passed around, remember, while we have no dues or fees, we are proudly self-supporting though our own contributions. Newcomers need not feel obligated to contribute, others are privileged to do so. A donation of $2 or more is suggested to help cover rent, photocopies and other expenses.

(THE BASKET IS PASSED AND THE 12 TRADITIONS ARE READ)

This is a topic meeting of Marijuana Anonymous. Please keep your sharing on the topic if you can. We ask if you have had marijuana or any other mind-altering chemicals within the last 24 hours that you just listen and talk to someone after the meeting. Please keep your sharing to about 5 minutes so that we can let everyone have a chance to share. When you hear the knocking, please wrap it up. The topic for tonight is _____. Who would like to begin?

(10 MINUTES BEFORE THE CLOSE OF THE MEETING) Our time is up for now. I'd like to thank everyone for participating in our meeting. If anyone has any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help. If you can't attend a meeting, MA has meetings online. Visit MA on the web. It is now time for the Secretary's Reports.

(AFTER THE MEETING'S REPORTS) I would like to close by having _____ read the passage of his/her choice and after a moment of silent meditation for the addict who still suffers, lead us in the prayer of his/her choice.

Approved for Starter Kits—MAWS Conference May 1991

Marijuana Anonymous
How It Works

The practice of rigorous honesty, of opening our hearts and minds and the willingness to go to any lengths to have a spiritual awakening are essential to our recovery.

Our old ideas and ways of life no longer work for us. Our suffering shows us that we need to let go absolutely. We surrender ourselves to a Power greater than ourselves.

Here are the steps we take which are suggested for recovery:

1) We admitted we were powerless over marijuana, that our lives had become unmanageable.
2) Came to believe that a Power greater than ourselves could restore us to sanity.
3) Made a decision to turn our will and our lives over to the care of God, as we understood God.
4) Made a searching and fearless moral inventory of ourselves.
5) Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6) Were entirely ready to have God remove all these defects of character.
7) Humbly asked God to remove our shortcomings.
8) Made a list of all persons we had harmed and became willing to make amends to them all.
9) Made direct amends to such people wherever possible, except when to do so would injure them or others.
10) Continued to take personal inventory and when we were wrong, promptly admitted it.
11) Sought through prayer and meditation to improve our conscious contact with God, as we understood God, praying only for knowledge of God's will for us and the power to carry that out.
12) Having had a spiritual awakening as the result of these steps, we tried to carry this message to marijuana addicts and to practice these principles in all our affairs.

Do not be discouraged, none of us are saints. Our program is not easy, but it is simple. We strive for progress, not perfection. Our experiences, before and after we entered recovery, teach us three important ideas:

- That we are marijuana addicts and cannot manage our own lives;
- That probably no human power can relieve our addiction; and
- That our Higher Power can and will if sought.

Approved for Meeting Format by the General Service Conference of Marijuana Anonymous, February 1990

The Twelve Traditions of Marijuana Anonymous

1) Our common welfare should come first; personal recovery depends upon MA unity.

2) For our group purpose there is but one ultimate authority, a loving God whose expression may come through 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 marijuana.

4) Each group should be autonomous except in matters affecting other groups or MA as a whole.

5) Each group has but one primary purpose, to carry its message to the marijuana addict who still suffers.

6) MA groups ought never endorse, finance, or lend the MA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.

7) Every MA group ought to be fully self-supporting, declining outside contributions.

8) Marijuana Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

9) MA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

10) Marijuana Anonymous has no opinion on outside issues; hence the MA name ought never be drawn into public controversy.

11) Our public relations policy is based upon attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, t.v., film and other public media. We need guard with special care the anonymity of all fellow MA members.

12) Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Approved by the General Service Conference of Marijuana Anonymous, October 1989 and MAWS Conference, May 1992

Group Meeting Record

Date _____

Chairperson _____ **Speaker** _____

1) Opening Prayer _____ 4) Other Reading _____

2) How it Works _____ 5) Other Reading _____

3) Traditions _____ 6) Other _____

Newcomers: _____ **Total Attendance:** _____

Suggested Secretary's Announcements

1) District Service Committee Report
2) Meeting Treasurer's Report
3) Literature Report
4) Any Other MA Announcements
5) Court Forms Announcement
6) Thank Leader, Speaker, Helpers

Chips & Birthdays

Newcomers _____

30 Days _____ 6 Months _____

60 Days _____ 9 Months _____

90 Days _____ 18 Months _____

Birthdays _____

Financial Record

Income

7th Tradition .....$_____

Literature Sales .....+_____

Other .....+_____

TOTAL INCOME .....=_____

Expenses

Rent .....$_____

Food/Coffee .....+_____

Supplies .....+_____

Literature Purchase .....+_____

Chip Purchase .....+_____

Other .....+_____

TOTAL EXPENSES .....$_____

Balances

Balance Forward ..... $ _____

Plus Income ..... + _____

Subtotal ..... = _____

Less Expenses ..... - _____

Subtotal ..... = _____

Contributions to DSC ..... - _____

ENDING BALANCE ..... $ _____

Secretary _____ **Treasurer** _____

Approved for Starter Kits – World Service Conference May 1991, Amended May 1996, May 2015

Chapter 8—New Meeting Start-Ups

Note Regarding Liability Insurance

It should be understood that MAWS does not provide liability insurance for individual meetings or events, whether they be considered Independent meetings or are part of a District. Such liability insurance, where required by the hosting facility, must be provided by the meeting or event as part of its self-supporting responsibilities.

Start-ups Outside of Districts

General Information

Meeting startup information is published on the MAWS website along with an electronic Starter Kit Request form. Information requests are also received through the MAWS PO Box and by telephone via the 800 line. In all cases, the Outreach Trustee/Outreach Committee, supported by the Office Manager, ensures that appropriate information and materials are expeditiously communicated. The Outreach Trustee/Outreach Committee maintains communication with the meeting.

Once the meeting is confirmed to be established, a small starter pack of chips may be sent (at the discretion of the Office Manager and/or the Outreach Trustee) and the Worldwide Directory is updated by the Office Manager and/or the Internet Trustee.

In cases where MAWS is informed of a meeting having started outside the typical process, a Starter Kit is sent out and the Worldwide Directory is updated.

Contents of the Starter Kit

- Greeting Letter
- New Meeting Report
- Chip Information Sheet
- Service Manual Extracts
    - The Group
    - Meeting Officers
    - Group Service Representatives
    - Suggested Meeting Formats
- ANLP Order Form

- Full complement of Conference-Approved pamphlets/handouts, single-sided, for use as masters
- A small starter pack of chips may be sent (at the discretion of the Office Manager and/or the Outreach Trustee)

Start-ups in an Existing District

This section is a set of guidelines for starting a new meeting within an existing District. It suggests how the person wishing to sponsor the new meeting (referred to subsequently as *the meeting sponsor*) and the district in which the meeting will be held, can work together to bring the meeting into fruition. If a district is asked to help start a meeting that would be outside their geographic area, that District should refer the meeting sponsor to MAWS, to be mentored by the Outreach Trustee and supported by the Office Manager. In this latter case, the meeting would come into being independently, without District affiliation.

For proposed meetings that will become part of an existing district, the following steps are *suggested* as a plan of action:

1) The meeting sponsor finds the meeting place, makes contact with the selected establishment and negotiates rent. They may have to use their own money for the first month's rent, keeping the receipt, to be reimbursed by 7th Tradition funds.
2) The meeting sponsor picks a time and day of the week for the meeting to be held. Additionally, they choose the date for the kick-off meeting. It is suggested to choose a time and day of the week in which are no other meetings in the area. This may help reduce conflict with other meetings and ultimately increase attendance.
3) The meeting sponsor creates a flyer. It can be very simple, listing what (new MA meeting), where (name of place and address) and when (day of the week, time and start date). The person may also want to put the Preamble on the flyer, or another excerpt from Conference approved literature.
4) The meeting sponsor makes copies of the flyer (at least enough for each of the GSRs) and brings them to the district's next DSC meeting. If necessary, the meeting sponsor can ask for help on any of the above four items from the district. The following usually occurs at the next DSC meeting, with the new meeting sponsor in attendance:
5) The group decides whether or not to adopt the new meeting into the District. If adopted, the meeting can be added to public information material, such as the phone line, website, or printed meeting schedules.
6) Conference approved meeting formats (*Chapter 7—Suggested Meeting Formats*) are made available to the meeting sponsor. If the start date of the meeting occurs before the

meeting sponsor comes to a DSC meeting, the district can mail it to them. They can also be given a copy of *Chapter 6—The Group*, *Chapter 4—Meeting Officers* and *Chapter 5—Group Service Representatives* of the Service Manual (Formerly Section II, The Structure of the Fellowship of MA), which describes meeting features and each meeting's commitment and its suggested guidelines and functions. They can also be guided on other matters such as contacting MAWS, clean and sober requirements for service work and contacting A New Leaf Publications (from which they may order a Service Manual and *Life with Hope* books).

7) The meeting sponsor can pick up, free-of-charge, pamphlets and copies of the A New Leaf newsletter to bring to their meeting. The District can suggest they elect a permanent GSR (which may be the meeting sponsor until the meeting grows) to return to the DSC meeting the following month. The flyers which were created by the meeting sponsor are to be handed out to all GSRs, who will later take them to their respective meetings.

8) The GSRs can return to their meetings with the new meeting information, making regular announcements about it. Established members throughout the district are encouraged to support the new meeting by attending. Additional support may include "service sponsors," helping mentor the new secretary or others, especially if the new meeting sponsor is in early recovery.

PART THREE—THE DISTRICT

Chapter 9—The District

A district is a geographical unit containing a number of groups. The district's size is determined by the ability of the district's representatives to keep in frequent touch with the groups, to learn their problems and to learn ways to contribute to their growth and well-being.

Districts are generally limited by geographic boundaries that permit group representatives to meet at least once per month. As a district grows, the number of groups can increase to the point where regular and close contact is difficult. There are guidelines within MA for such districts to split into two districts to assure good communication and interaction (see *Chapter 14—Criteria for Acceptance of New or Split Districts*).

As stated in the preceding section, each group elects a Group Service Representative who is responsible for determining and presenting the group's conscience on issues of general service. The GSRs in a district elect Delegates to speak for them at MA World Services.

District services include: purchase and distribution of sobriety chips, printing and distribution of literature, community outreach (such as hospital and institution meetings), printing of district schedules, maintenance of area telephone services and collection and distribution of donations to MAWS. As part of being fully self-supporting, the District should pay for its Delegates to attend the MAWS Conference. The District provides assistance to individual groups in need of help, coordinates district-wide activities and events and helps locate speakers for various purposes. The District may also make contact with the media, consistent with MA's traditions. Because of our geographic diversity, most of the daily service work of MA occurs within the District.

Just as the Group is autonomous from MA as a whole, the District is autonomous from MAWS, except where the district's activities affect MA as a whole. MA does not provide requirements for the conduct of District service work, but does make suggestions.

MA has organized a corporation, Marijuana Anonymous World Services, to handle the legal and financial requirements of the business affairs of MA. There are legal rules and restrictions that determine how the affairs of MAWS are conducted. A district may or may not choose to participate in MAWS. If the district chooses to participate, it must satisfy the legal requirements, including providing proper accounting for finances.

Chapter 10—The District Service Committee Meeting

The District Service Committee Meeting is where all the business of the district is discussed, all subcommittee reports are given and all group problems are addressed. The meeting is open to all MA members. There are three levels of participants at most District Service Committee Meetings: GSRs, which have been previously discussed in this Service Manual; District Officers, which include the Chairperson, Vice Chairperson, Secretary, Treasurer and subcommittee Chairpersons; and individual MA members that wish to attend.

Suggested District Service Committee Meeting Format

1) Call to order
2) Reading of the Serenity Prayer
3) Reading of the Twelve Traditions
4) Reading of the District Service Committee purpose
5) Recognition of new participants at the meeting
6) Approval of last month's minutes (with corrections)
7) District Officers and Subcommittee Chairperson's reports
8) Old business
9) New business
10) Delegate and/or Trustee's report
11) Reports from liaisons of other Districts
12) Announcements
13) Acknowledgment of Birthdays
14) Adjournment and closing prayer

Chapter 11—District Officers

The District Officers are responsible for administering the general business of the district. Great care should be taken in selecting the people who serve in the capacity of Chairperson, Vice Chairperson, Secretary and Treasurer. Our trusted servants should demonstrate the ability to serve as an example to others. The district officers should have at least one year clean and sober time, significant District Service Committee background and a working knowledge of the Steps, Traditions and Concepts. The suggested length of term is one year.

Chairperson—The Chairperson's primary responsibility is conducting the District Service Committee Meeting. This includes preparing the agenda, rationing the time for the various reports and keeping order. A copy of *Chapter 10—Suggested District Service Committee Meeting Format* and the short-form of *Chapter 15—Rules of Order as Adapted for Marijuana Anonymous* can be found in this manual. Both of these documents can be of great assistance to the district Chairperson. In the event there are no Delegates elected to liaise between the DSC and MAWS, the Chairperson will assume the non-Conference-related duties of Delegates, as specified in *Chapter 13—Delegates*.

Typical responsibilities of the Chairperson include:

1) Make sure the meeting begins and ends on time.
2) Make sure all District Service Committee commitments are filled.
3) Make sure the next District Service Committee Meeting is scheduled and all participants are aware of the time and location.
4) Keep meeting format and minutes of all past District Service Committee Meetings.

Vice Chairperson—The Vice Chairperson is responsible for assisting the Chairperson in conducting the District Service Committee Meetings and for conducting the meeting in the Chairperson's absence. The Vice Chairperson can also be of assistance in helping to administer the business of the District outside of the District Service Committee Meeting by assisting the subcommittee chairpersons with their responsibilities and by informing the group secretaries of the chronic absence of their group's GSR. This ensures that all meetings are properly represented and that the individual groups are up to date on the business in their districts.

Secretary—The Secretary's primary responsibility is to handle all of the district's non-financial paperwork. The most important task is to record clear and accurate minutes of each District Service Committee Meeting. Some District Service Committees distribute copies of the minutes

to all the participants, while other districts may choose to merely read the minutes of the last meeting at the beginning of each District Service Committee Meeting. It is also suggested that each secretary compile a log of all motions that have passed at all District Service Committee Meetings. These motions should be listed in chronological order under a heading for each officer, subcommittee, or other topic they affect.

Treasurer—The Treasurer's job is to handle all the district's money. It is therefore important that the districts select their treasurer with care. The Treasurer should be someone who is financially secure, good at managing finances and has a suggested minimum of one year clean and sober. Experience in business, bookkeeping, banking, or accounting is also helpful but not required.

In administering the district checking account, two signatures are suggested to issue a check. This precaution protects the district from theft and the Treasurer from controversy. It is also suggested that three signatures be on the signature card in the event that one person becomes unavailable for any reason.

Typical duties of the Treasurer include:

1) Receive contributions from the groups.
2) Administer the district's checking account.
3) Pay the rent for the District Service Committee Meeting location.
4) Reimburse approved expenses to officers and subcommittee chairpersons.
5) Keep records of all transactions and promptly make out receipts whenever necessary.
6) Report on the financial condition of the district at each meeting.
7) Comply with all MAWS requirements.
8) Create and organize a Budget and Finance Subcommittee with regular meetings as needed.
9) Contact the MAWS Treasurer and consider joining the MAWS Finance committee as an active member."

A more detailed description of the Treasurer's job can be found in *Chapter 16—Guidelines for District Treasurers*.

Though primary communication between a District and MAWS is via the Districts' elected delegates, it is suggested that District officers make themselves known to MAWS in order to better facilitate smooth operations.

Chapter 12—Subcommittees

Subcommittees are created to carry out and coordinate the services provided by the district, all of which require a certain degree of organization. A majority of the District Service Committee Meeting is devoted to reports from subcommittee chairpersons, who are responsible for creating and organizing regular subcommittee meetings. The subcommittees make recommendations and motions at the District Service Committee Meeting to be considered by all participants of the District Service Committee.

Hospitals and Institutions—The Hospitals and Institutions subcommittee conducts panels and meetings that carry the MA message to marijuana addicts who have no other way of hearing our message. These addicts may be located at treatment centers, recovery houses, mental health facilities, chemical dependency units, prisons, or other institutions. The amount of work a Hospital and Institutions subcommittee does will depend on a variety of factors, including: the number of treatment facilities in the district, the number of MA members interested in participating in H&I service and the amount of collective experience of those members.

H&I responsibilities often overlap those of the Public Information subcommittee. H&I and PI should closely cooperate with one another and a liaison of each subcommittee should attend the other subcommittee's meetings. The *Hospitals and Institutions Handbook* explains more about how to conduct panels, interact with facility administrators and organize subcommittee work (see *Appendix 1—Hospitals and Institutions Handbook*).

Considering the shared primary purpose of MA at all levels: 'to carry its message to the marijuana addict who still suffers', membership in the MAWS Hospitals and Institutions committee may prove particularly valuable for District chairs of this subcommittee. While gathering, combining and disseminating HI ideas and efforts is a primary responsibility of the MAWS HI Trustee, District membership on this committee may significantly enhance the productivity and efficacy of that committee to the benefit of all in our efforts to honor the Fifth Tradition.

Public Information—The Public Information subcommittee informs addicts and others in the community about the MA program of recovery. Many PI projects serve primarily to encourage people to write or call MA for more information about meetings. Dispersing this information can take on various forms, such as: distributing flyers, mass mailings,

announcements in the self-help sections of local newspapers and public service radio announcements, to name a few (see *Appendix 2—Public Information Handbook*).

Similar to the suggestion that the Hospitals and Institutions district sub-committee chair join the World Services Public Information / Hospitals and Institutions committee, it is also recommended that the district chair of this sub-committee join the same World Services committee. Perhaps more than any other committees, these two can benefit greatest by eliminating overlap and encouraging mutual support.

Correspondence (PO Box & Phone Line)—The Correspondence subcommittee maintains the district phone lines and PO Box by responding to communications from other addicts, or the community at large. It must be remembered that the first contact the outside world has with MA is often with a member of the correspondence subcommittee.

Literature—The Literature subcommittee maintains a stock of MA literature that is distributed to the groups at the District Service Committee Meeting. The literature subcommittee also creates new literature to be presented to the District Service Committee Meeting participants for approval. The literature can also be submitted to the literature committee of MAWS for their review and ultimately for submission to the members of MAWS for approval.

Events—Dances, picnics, campouts and special speaker meetings are but a few of the events put on by this subcommittee. Activities like these both provide a greater sense of belonging and camaraderie among MA members and produce additional district income. It should be kept in mind that these activities are designed to enhance MA's primary purpose of carrying the message to the marijuana addict who still suffers and do not replace meetings. Fund raising should not take the place of group contributions in funding the District, but rather supplement these contributions. See *Chapter 18—Events and Fund-Raising* for MAWS recommendations.

Chips—This subcommittee usually consists of one person. The responsibility of this person is to maintain an accurate inventory of chips possessed by the district, as well as to distribute chips to the groups. The Chips person must remember to order chips so that the district will always have a sufficient supply for its meetings.

Internet—The Internet subcommittee is responsible for the development, administration and maintenance of the district website and other Internet-based facilities used by the district. Activities typically include:

- Works with the Secretary to ensure that group meeting information is kept up-to-date; communicates changes to the MAWS Office Manager.
- Works with the Events chairperson so that upcoming events are communicated to the membership.
- Works with the Public Information and Hospitals and Institutions chairpersons to ensure that related content is available on the website.
- Ensures that website content is consistent with the Twelve Traditions, paying particular attention to anonymity and guarding against the appearance of affiliation with or endorsement of outside entities.
- Ensures that the domain name registration is kept current.
- Selects Internet service providers that offer a competitive value; ensures that accounts are current to avoid service interruptions.
- Ensures that files are backed up and safely archived.
- Monitors the website ensuring its ongoing operation.
- Reports to the District Service Committee regularly on updates, operations and opportunities.

It is suggested that the district chairperson of this subcommittee join the MAWS Internet Committee.

Ad Hoc Committees—Ad Hoc committees are set up for specific purposes and are disbanded once the purpose has been completed. A motion must be made to create an ad hoc committee, as well as to dissolve it. When creating the Ad Hoc committee, the District Service Committee should make clear the committee's purpose, the authority and resources it will be given and how long it has to complete the job.

Chapter 13—Delegates

Each district elects two Delegates and an alternate(s) whose primary responsibility is to represent the conscience of the district's groups to MA World Services. *Chapter 17—The Third Legacy Procedure* should be used to elect Delegates. Delegates should be elected at least 90 days prior to the Conference to allow them sufficient time to become familiar with the Conference Agenda. Outgoing Delegates may serve as "service sponsors" to the incoming Delegates.

The Delegate's primary responsibility is to serve as liaison between the District and MAWS throughout the year that begins with each Conference. This begins with Delegates attending the MAWS Conference and voting on all matters that are to be decided according to the conscience of the District's groups. The Delegate votes on policies affecting MA as a whole and participates in the selection of Trustees and Service Committee chairs.

Delegates participate on one or more committees at the Conference and are expected to continue such participation throughout the following year. Delegates are responsible for reporting on MAWS's activities to the Districts throughout the year and for insuring that MAWS receives updated contact information for the DSC Chair, Treasurer, Communications and other officers so MAWS can communicate with them regarding world-level activities and issues that are within their purview.

The Delegate serves as a voting member in the MAWS nonprofit corporation and as such must meet all legal requirements as stated in the Bylaws of MAWS, including the sobriety requirements stated in Article V (see *Chapter 24—Bylaws of Marijuana Anonymous World Services a California Public Benefit Corporation*). The Delegate thus participates in decisions that are necessary for carrying out the business and legal affairs of MAWS.

The Delegate has an important responsibility to report the conscience of the groups for which he or she speaks. An essential part of the service of the Delegate is to attend the MAWS Conference. The Delegate should be prepared to work in a cooperative and helpful manner over long hours and sometimes trying circumstances.

The Delegate should forever strive to place principles before personalities. He or she ought to listen carefully and respectfully to differing opinions and tolerate fairness of debate. The Delegate should seek to streamline and further the fair decision-making process and seek to avoid unnecessary disruption of the process of debate and decision.

The debate and decision process involving scores of Delegates meeting in a short period of time can be confusing and difficult. MA has adopted an abbreviated and modified set of rules based on Robert's Rules of Order (see *Chapter 15—Rules of Order as Adapted for Marijuana Anonymous*). The Delegate should read and understand these rules and be prepared to follow them.

Delegates should strive to avoid issues of personality and prestige. Our Third Legacy Procedure (see *Chapter 17—The Third Legacy Procedure*) is designed to remove issues of politics and prestige from the process of selecting persons to serve in service positions such as Trustee or Delegate. The Delegate should seek to avoid engaging in a campaign or political process and should seek to avoid ego and disappointment concerning the Delegate's own role in the MA service structure.

After the Conference, the Delegate returns home to report on the Conference. This is an important step in preserving the unity of MA as a whole. At least one Delegate should attend each DSC Meeting to assure that all members have an opportunity to know what is being done at the MAWS level to further the purposes of MA. The Delegate should provide a copy of the final Conference report to the district and the district should make this report available to all members. Regular communication with the groups' GSRs helps assure that the Delegate is speaking for the groups. When the Delegate casts a vote at the Conference, he or she should have in mind that this decision must soon be explained back home. This is an essential part of the democratic process. During the year, the Delegate's responsibilities include ensuring that their District provides an updated meeting schedule to the Office Manager of MAWS on a quarterly basis and serving as the Convention liaison between their district and the host district(s). Also, Delegates may need to be polled between MAWS Conferences in accordance with Article 9 of the Conference Charter (see *Chapter 22—The Conference Charter of Marijuana Anonymous*).

The Delegate should provide Trustee call minutes and MAWS financial reports to the District Service Committee on a regular basis.

The Delegate's term of office is one year. A Delegate may serve no more than two consecutive terms. The suggested clean and sober time to serve as a Delegate is one year. "Clean and sober" is defined as abstinence from marijuana and all mind altering substances including alcohol.

Conference Delegate Responsibilities

1) Attend the MAWS Conference.
    a) Submit before the Conference and present a written status report on the district and its meetings.
    b) Vote on motions according to the conscience of the district's meetings.
    c) Serve on a Conference Committee at the Conference and throughout the year.
2) Register on the MAWS Forum providing input and feedback throughout the year.
3) Report at District Service Committee meetings.
    a) Conference information.
    b) Minutes from quarterly Trustee meetings.
    c) The ongoing activities of MAWS committees.
    d) MAWS quarterly financial report.
4) Act as District liaison between MAWS Treasurer and District Treasurer
    a) If the District uses the MAWS Taxpayer Identification Number, insure that financial statements are sent to the MAWS Treasurer in a timely fashion.
5) Keep MAWS informed and up to date.
    a) Submit meeting schedule changes to the Office Manager.
    b) Submit contact information for District officers and chairs to the Office Manager.
6) Report the group's and District's conscience to MAWS in setting the Conference agenda by a date that is four months prior to the Conference and at the Conference.
7) Act as District liaison to annual Convention.
8) Act as service sponsor to successor delegates, informing them of their duties and what to expect at the Conference.

Chapter 14—Criteria for Acceptance of New or Split Districts

The MAWS Conference recommendation for application is a written request to MAWS to become a new District. A representative or representatives of the proposed new District shall attend the next available MAWS Conference in person or by video or teleconference to present their request.

The representative(s) will be expected to report factors that constitute eligibility to become a district.

These factors may include:

1) At least 4 groups.
2) At least 60 regular attendees.
3) Geographic isolation from other districts or within the existing district's boundaries.
4) Monthly DSC meetings with a quorum of 70% of the GSRs present.
5) The ability to operate the DSC meeting as an entity and exhibit unity within.
6) Be self-supporting and willing to help support MAWS.
7) Social or cultural divisions within the district.

The above factors should be considered by the Conference as recommended only and a vote shall be cast after consideration.

Chapter 15—Rules of Order as Adapted for Marijuana Anonymous

The MAWS Conference and many MA groups utilize a modified version of Robert's Rules of Order Newly Revised to conduct business in an orderly way that's fair to all meeting members.

A quorum must be present for a group to conduct business and to vote. A quorum is the assembly of at least two-thirds of the members eligible to vote at that particular meeting.

A Chairperson presides over the meeting. A member who wishes to address the assembly gets the attention of the Chair by raising a hand and waits until called upon. This is done in silence with two notable exceptions: "Point of Order" and "Point of Information" (see below).

Motions

Motions are formal proposals for action. A motion must be offered by a voting member or recognized committee. It must be seconded, that is, endorsed for discussion by another member who calls out "second!" If there is no second, the motion is not put before the group for debate (discussion) or decision. Motions that have been moved, seconded and repeated by the Chair are no longer the property of the mover, but of the assembly. Therefore, the original maker no longer has the sole right to withdraw or change the motion. There may be only one main motion active, or "on the floor" at a time.

Amendments modify the wording and often the meaning, of the main motion. Amendments made and seconded are debated and voted upon (or accepted by unanimous consent) by the assembly before the vote for the main motion occurs. Amendments should say exactly where in the main motion the change is to be made and precisely what words to use. The assembly must adopt any amendment either by a vote or by unanimous consent in order to attach it to the main motion. This is true regardless of whether an amendment's proposer calls it "friendly," or whether the maker of the original motion endorses it.

Previous Question. When recognized by the Chair, a member may offer a motion to close debate on the pending motion(s). The proper wording is "I move the Previous Question." A motion for Previous Question must be seconded, is not debatable and may be adopted by an immediate vote or by unanimous consent.

Postponement of Motions. There are three methods of postponing pending motions. These are subsidiary motions that require proper recognition by the Chair and must be seconded. A motion to Postpone to a Certain Time is debatable and temporarily sets the motion aside until the designated time. A motion to Postpone Indefinitely is debatable and, in effect, "kills" the motion. A motion to Lay on the Table is not debatable and sets the motion aside in order to take up something else of immediate urgency. The original motion remains set aside until a member moves to bring it back up.

A member may at any point get the Chair's attention by calling out:

"Point of Order"—Used to call the attention of the Chair to a violation of the Rules. The Chair rules on the point of order, briefly giving reasons. No second is necessary and no vote is taken.

"Point of Information"—Used to ask a question relevant to the business before the body, but not related to parliamentary procedure. It is not used to give information; instead, one must wait to be recognized and make the informative point as part of debate.

Voting

Unanimous Consent. If it appears to the Chair that a motion or amendment is uncontroversial, it is proper for the Chair to ask if there is "any objection" to adopting the motion or amendment. If no objection is made, the Chair may declare the motion or amendment adopted. If even one member objects, however, the motion or amendment is subject to debate and vote.

Votes. Each member who votes casts a vote of "yes" or "no." A "yes" vote of at least two-thirds of the assembled quorum is required for a motion or amendment to pass.

A member who "abstains" is choosing not to cast a vote. However, members must be aware that in the system of vote counting defined by MAWS' governing documents, in which the outcome is based upon a specific number of "yes" votes, if you are in the room while the vote is being taken and you abstain, your vote is equivalent to voting "no."

Chapter 16—Guidelines for District Treasurers

Although emphasis is placed on the fact that MA has "no formal organization", there are jobs that must be done in order for the business of Marijuana Anonymous to be taken care of. These are tasks that must be completed at the district level so that MAWS can accomplish its obligations. It is imperative that ALL of the accounting for ALL of the districts be done properly for tax purposes. MAWS is a legal corporation as well as a twelve step program and in order to maintain our tax exempt status we must maintain accurate, auditable records. The following guidelines are also good business practices for the financial safety of each group.

Each district should have its own checking account. Contact the MAWS Treasurer for the correct ID number to use on the account.

MAWS recommends districts which are paying banking fees, switch to free checking even if this requires banking by mail. The MAWS Treasurer can assist the district in acquiring free checking.

The checking account for each district should have at least two people able to sign on the account and if possible (the bank is willing) two signatures should be required for checks. If two signatures are required, there should be at least three people on the account. This is so that if anything happens to one of them, the district's business can still be taken care of. Who is able to sign should be a matter of record in the minutes of the DSC meeting each time a new treasurer is elected.

The bank account should be reconciled to the bank statement each month and the "Adjusted Bank Balance" should be the same as the "Ending Balance" on the Treasurer's Report. All bank service charges, check printing and other deductions should be recorded in the Treasurer's Report. How to do a bank reconciliation is discussed at the end of these guidelines.

The address on the checks should be the local district address (or PO Box). The bank statements can be sent to the treasurer's address, if the GSRs agree, but then the bank must be notified each time there is a change in treasurer.

Each district should have a two part receipt book (original receipt and one duplicate). A receipt should be given to the GSRs to take back to their meeting treasurers for their donations, literature, and/or chip purchases. The duplicate receipt should be kept in the book and the information transferred to the Treasurer's Report. When the book is full, it should be kept with the local records.

All cash paid out at each DSC meeting should be recorded and a receipt received. If the original receipt is not available, get a note from the person stating what the expense was for, the amount and the date (any piece of paper will do).

Each month, the cash received at the DSC meetings, less the cash paid out, should equal your deposits. Count your cash carefully. Monies received at a later date, either from a fund raiser or late donation, should be a separate deposit.

Each month a Treasurer's Report should be filled out and copies made for distribution to the GSRs at the next meeting. The GSRs should read the reports and confirm that all the expenses were agreed upon, then take them to their own meetings. A copy must be sent, each month, to the MAWS treasurer. All receipts should be recorded in this report and also all expenses—whether by check, cash, or bank debit memo.

If the District is using the MAWS Tax ID Number, each month a copy of the District's bank statements and reconciliation of the statements, as well as the completed "Treasurer Report to District and World Service(s)" must be sent to the MAWS Treasurer. This will become part of the permanent records for each district.

MAWS provides technical financial reporting assistance and training for the purpose of filing timely EIN District monthly reports. MAWS also assumes financial responsibility for all accounting charges to process these monthly reports, including two hours to process Districts' tax reporting at year end and an additional two hours when the District has hosted the Convention or Conference. Extraordinary accounting charges over and above this limit shall be passed through to the responsible District.

A District's right to use the MAWS Tax ID number will be revoked should said district fail to provide the required monthly treasurer reports and reconciled bank statements to the MAWS Treasurer and/or Accountant within 35 days of the end of the applicable month. The MAWS Finance Committee and /or Treasurer will send a written notice of proposed revocation of permission to use the MAWS Tax ID number to the non-compliant district by registered or certified mail and will provide a 30 day period in which the district may respond by bringing itself into compliance or show evidence of existing compliance to the MAWS Board of Trustees. For good cause, the requirement of revocation may be waived by a vote of the Trustees.

A very important part of the treasurer's duties is to make sure all bills are paid on time and that no service is discontinued for lack of payment. It's a good idea to have another person pick up the mail and be aware of what bills have come in so that none are overlooked.

Pay attention to the MAWS financial statements and verify that the amounts your district has donated to World Service agree with what your records show. Sometimes a check written late in the month will not show up until the next month on the MAWS records, but if it's been a couple of months...ask about the difference. A check may have been lost in the mail, or the MAWS bookkeeper may have made an error and credited your donation to another district.

Remember, if your district does not make its reports to the MAWS in a timely manner, then your district cannot be included in the accounting and tax returns for MAWS, nor can you use the MAWS ID# for your checking account. If your district is not included under this tax-exempt umbrella then you could be liable for income taxes. At first glance these guidelines may seem overwhelming. Read them carefully, look at the forms involved and if you have any suggestions to simplify the work, please notify your MAWS treasurer. We have tried very hard to make this as easy as possible. Treasurers who cannot handle these tasks should consider turning their responsibilities over to someone who can.

How to do a Bank Reconciliation

Your bank statement probably has directions on the back telling you how to do a bank reconciliation and you've probably done one with your personal account, but just in case it doesn't and you haven't....these are the steps we take:

A. Go through the bank statement and make a mark on your check register next to all the checks that are listed on the statement as having cleared the bank. Make sure the amounts on the statement are the same as the amounts on the check register. If any are different, look at the check and make sure the amount in the check register is the same as the check; if they're different, change your check register. If the amount written on the check and the amount on the statement are different, call the bank and they will adjust your account. You may have to go in, or send them a Xerox of the check.

B. Make a list of all the checks that were written up to the date of the bank statement but haven't yet cleared the bank. They are "outstanding" checks. Make sure there are none left from the month before that still haven't cleared. Total this list of outstanding checks.

C. Do the same for your deposits. Mark your check register next to the deposits that have cleared the bank, check the amounts to make sure they're the same on the register and the statement and then make a list of all outstanding deposits. (Sometimes a deposit that was mailed doesn't reach the bank by the time the statement is sent.)

D. Take the balance on your bank statement, subtract the outstanding checks and add the outstanding deposits. If the bank has not made an error, this should be the correct amount of your Ending Balance at the date of the statement.

E. Look at your bank statement and record any charges that aren't checks in your check register. There may be service charges, check printing charges, or others. There may be deposits from interest income on some accounts. After you subtract and/or add these amounts to your check register balance as of the date the bank statement was printed, the new balance should be the same as the Ending Balance. If it isn't, check your addition and subtraction, then correct your error.

District Treasurer's Monthly Check List

A. At the DSC meeting: Give GSRs a copy of last month's Treasurer's Report. Collect donations from meeting GSRs and give receipts. Pay out for cash expenses and be sure and get a receipt of some kind. Count money carefully.

B. Make bank deposit.

C. Pay any bills that need to be paid by check and mail them. (Phone bill, etc.)

D. When bank statement comes in, do a bank reconciliation and make any adjustments necessary to records.

E. At end of month: Record income and expenses in the Treasurer's Report from the DSC meeting receipts and the check book.

F. Make one copy of each:
- Bank statement
- Bank reconciliation
- Treasurer’s Report

G. Send the above to the MAWS treasurer.

H. Make enough copies of the Treasurer's Report to give to all of the GSRs expected at the next DSC meeting.

TREASURER'S REPORT TO DISTRICT and WORLD SERVICE

DISTRICT _____ **DATE** _____

	Checking	Savings	Total
BEGINNING BALANCE:	$	$	$
INCOME FOR MONTH:			
7th Tradition Received			
Events - Describe:_____			
Interest			
Other _____			
TOTAL INCOME:	+$	+$	+$
EXPENSES FOR MONTH:			
A New Leaf (newsletter)			
Bank Charges & Fees			
Conf Exp - describe:_____			
Donations to WSO			
Events - describe:_____			
HI & PI (directory listings,PSAs,etc)			
Literature (pamphlets, sched., etc)			
Office (supplies, misc.copies, etc.)			
Postage & PO Box Rental			
Rent (DSC meeting only)			
Telephone & Internet (incl. Web)			
Other _____			
TOTAL EXPENSES:	-$	-$	-$
TRANSFERS:			
Savings to Checking	+$	-$	
Checking to Savings	-$	+$	
CHIPS SOLD	+$	+$	+$
CHIPS PURCHASED	-$	-$	-$
LIFE WITH HOPE SOLD	+$	+$	+$
LIFE WITH HOPE PURCHASED	-$	-$	-$
***ENDING CASH BALANCE:**	=$	=$	=$

Chapter 17—The Third Legacy Procedure

The Third Legacy Procedure is the method used for selection of Delegates and Trustees. The purpose of the special procedure is to eliminate, as much as possible, the role of personality, ego and competition in the process of selection of Delegates and Trustees.

In the traditional electoral process, a candidate declares or is nominated for office and then actively campaigns for the position. The candidate invests an often considerable personal interest in obtaining the position. The successful candidate experiences ego gratification; the unsuccessful candidate experiences personal rejection.

For the recovering addicts in MA, the traditional electoral process is risky and has the potential to damage the unity that is an important part of our recovery program. Our Third Legacy procedure removes, as much as possible, the elements of declaration and competition for our trusted servant office.

The Third Legacy Procedure is as follows:

Rules and Procedures

1) The names of persons who meet the requirements for the service commitment are placed on an eligibility list.
2) Candidates may strike their name from the list at any time
3) To vote, each voting member writes the names of their chosen candidates (from the current eligibility list) on a secret ballot.
4) For each round of voting, voters must write the exact number of names as there are positions to be filled (i.e., if there are three Trustee positions available, voting members must write the names of three candidates on their ballot). As positions are filled, the number of names required on each ballot will change.
5) Errors made by voters regarding 3 or 4 above shall require that the vote be discarded and a new vote taken.

The Process

1) The FIRST VOTE is taken. Any person receiving two-thirds or more of the votes is elected. (N.B.: This vote may result in no one being elected.)
2) A SECOND VOTE is taken (if required). Any person receiving two-thirds or more votes is elected. If all available positions are not filled, 'automatic withdrawals" begin. The names of candidates receiving ONE-FIFTH or fewer of the votes are removed from the

eligibility list. However, the number of candidates remaining must not be less than the number of positions still available plus one. (Candidates receiving the most votes are retained to satisfy this requirement. There may be cases where candidates who did not receive one-fifth of the votes remain on the list.)

3) A THIRD VOTE is taken (if required). Any person receiving two-thirds or more of the votes is elected. If all available positions are not filled, the names of candidates receiving ONE-THIRD or fewer of the votes of the votes are removed from the eligibility list. However, the number of candidates remaining must not be less than the number of positions still available plus one. (Candidates who received the most votes are retained to satisfy this requirement. There may be cases where the candidates who did not receive one-third of the votes remain on the list.)

4) A FOURTH VOTE is taken (if required). Any person receiving two-thirds or more of the votes is elected. If, at this point, positions remain unfilled, the names of candidates receiving ONE-THIRD or fewer of the votes are removed from the eligibility list. However, the number of candidates remaining must not be less than the number of positions still available plus one. (Candidates who received the most votes are retained to satisfy this requirement. There may be cases where candidates who did not receive one-third of the votes remain on the list. The chairperson then entertains a motion to:

   a) stop balloting and draw remaining names from the hat; or

   b) conduct and fifth and final vote.

If (4a) above carries, the remaining names go into a hat and positions are filled in the order that the names are drawn:

If (4b) carries, a FINAL VOTE is taken. Any person receiving two-thirds or more of the votes is elected. If no election is made, remaining names go into the hat and positions are filled in the order that the names are drawn.

Chapter 18—Events and Fund-Raising

Events

In keeping with our Fourth Tradition, MAWS recognizes that it has no right to control the activities of districts and individual groups. Therefore, districts and groups are free to have social events of their own choosing; however the Marijuana Anonymous name may not be used on any fliers or other promotional material.

Additionally, as stated in Tradition 5 of *Life with Hope*, it is recommended that a meeting or recovery-oriented workshop is held at social events.

Marijuana Anonymous' only approved activities are meetings, District Service Committee meetings, the MAWS Conference and MA Conventions.

Suggested District Special Events

July—Seventh Tradition Month:

Basket is passed a second time at each meeting and monies collected kept separate from meeting's seventh tradition. At the end of the month, monies from all meetings in the district are sent to DSC meeting, counted and sent directly to MAWS.

December—Twelfth Step Month:

Old-timers (those with multiple years of sobriety) are invited to speak at meetings, in an effort to reach out to those who may have wandered away from MA and invite them to share their experience and encourage their renewed participation.

Fund-Raising

The seventh tradition of Marijuana Anonymous states that we are proudly self-supporting through our own contributions. Therefore, any fund-raising must be wholly within the society of Marijuana Anonymous.

If an individual member or group of members wants to have a fund-raiser directed to persons not in Marijuana Anonymous, such as a yard sale and then donate the proceeds to Marijuana Anonymous, they may do so; however, they may not utilize the Marijuana Anonymous name on any fliers or other promotional material.

The sale of literature and other Marijuana Anonymous merchandise does not violate the seventh tradition so long as it also adheres to our primary purpose of carrying the message stated in our fifth tradition. It may become necessary to create a separate profit center for any literature or memorabilia sold (such as the *A New Leaf*).

Chapter 19—Convention Guidelines

Conventions are events where we come together to celebrate our recovery in Marijuana Anonymous and enjoy the fellowship of others. Each Convention (and the host planning committee) should follow the same 12 Traditions that are followed at the group and district levels.

At the MAWS 1996 Conference, a motion passed that stated "The MA Convention host district(s) will be determined two calendar years in advance at the MAWS Conference."

If Convention hosts are not determined two calendar years in advance, a district may make its desire known to the Trustees between Conferences to serve as host. To ensure that such District have adequate time for planning and fundraising, the Trustees may vote for interim approval of that District as Convention host, which would then be ratified by the Conference body at the next occurring Conference.

Between Conferences, districts discuss their desire to host a Convention at their DSC (and at their individual meetings) and bring that group conscience to the next Conference. The decision to host a Convention should have the support of as many of the district(s) members as possible.

As stated in another 1996 Conference motion, delegates of districts not hosting a Convention serve as liaisons between their district and the district hosting the next year's Convention.

While the primary purpose of a Convention is not to raise money for MAWS, Convention hosts have historically donated some or all of the profits from a Convention to MA World Services. In fact, a 1995 Motion stated that all monies in excess of $1000 should be donated to World Services. The remaining $1000 serves as "seed money" to be passed to the next year's Convention host, or to World Services, which can then pass the money to the next year's Convention host. This tradition of passing seed money on to the next Convention host began after our first Convention in 1995.

It is preferred that a Convention Host District use its own established bank account, but records must be kept which separate convention funds from the District's basic operating funds. If a bank account (existing or new) is used which utilizes the MAWS Tax ID #, accurate bookkeeping records must be submitted in a timely manner to the MAWS Treasurer.

Types of Conventions

Since the first convention in 1995, MA World Services has officially endorsed one Convention per year, hosted by a district approved at the Conference. However, this does not prevent a group, district, or region from hosting other Conventions.

The One-day Session: This event usually starts with a welcome meeting followed by MA workshops, panels, and/or service meetings, depending on the focus of the Convention. There may be a featured speaker meeting at the end of the event.

The Weekend Convention: This is an ideal format for group, district, or regional Conventions. Usually an opening meeting on a Friday night, followed by some type of entertainment. Meetings, workshops and panels continue through Saturday and Sunday. Typically there is a Saturday night banquet with a guest speaker and a dance afterward. Men and women's stag meetings have historically been held on Sunday morning before a closing session, which may include a sobriety countdown, birthday cake(s), or a speaker.

Planning

Unless it's a very small get-together, the work involved in setting up a convention is too much for any one person. A convenient way of forming the convention committee is simply to appoint a general chairperson who in turn completes the committee by finding volunteers to chair the various subcommittees. Another method, which may be used when a number of groups are sponsoring a convention, is for each group to send a representative to a convention planning meeting. Once the meeting is in session, these representatives can elect a chairperson from amongst themselves and assign the rest of the members to specific committees. In some cases conventions may be the responsibility of the district service committee. In others, the convention committee may be organized separately. Either method works well if it corresponds with the wishes of the MA group in that area. Once assembled, the convention committee may be organized along functional lines, with each chairperson taking responsibility for a phase of the planning. The following is a typical example:

Chairperson runs the entire convention by coordinating the work of the subcommittee chairpersons. Stays on top of the progress of all arrangements. Calls committee meetings as they are needed. Host District will elect a Convention Chairperson. It is suggested the Convention Chairperson have at least one year clean and sober, defined as abstinence from marijuana, alcohol and all other mind altering substances

Secretary keeps written records, including minutes of committee meetings; sends out notices of committee meetings to members; and sends invitations to speakers and panel members who lead various meetings.

Treasurer is responsible for all money, including revenues from registration and banquet tickets; pays all bills, advises the chairperson on cash supply and income flow, as well as expenditures. Provides MAWS Treasurer with all Convention expense and income information. This position ought to be filled by a person with a few years of sobriety and some solid business experience.

Program Chairperson plans the meetings around a convention theme. He or She invites the speakers and panel members and makes sure the program is not overloaded with open meetings.

Ticket Chairperson supervises printing and distribution of all registration and raffle tickets, staying focused on bringing in the collections.

Public Information Chairperson—In the case of a large convention, this person would make sure that MA's principle of attraction rather than promotion is followed and that our anonymity is protected when contacting the local media.

Entertainment Chairperson arranges the dances/floor shows and may hire a band, DJ or other performers. Sometimes local MA members provide entertainment by putting on plays about MA groups.

Hospitality Chairperson serves as the convention host; and will organize a committee that will greet out-of-town guests, arrange transportation for them when necessary and see to any other needs they may have. Usually hospitality committee members wear special ID badges and are available to answer questions and provide assistance to attendees.

Literature Chairperson is responsible for displaying MA literature and working with A New Leaf Publications to provide subscriptions to *A New Leaf*, *Life with Hope* books and workbooks, and Service Manuals.

Paying the Bills

The host district(s) or groups agree to be responsible to pay the complete cost of the event, using seed money and monies collected through fundraising activities. A convention raffle and Convention tee shirts and merchandise are also great ideas for generating funds. Registration fees for the Convention can be set at a level sufficient to cover costs of meeting rooms, banquet

hall(s), banquet meals and entertainment. A good idea is to sell tickets well in advance of the convention.

Insurance

Convention host district(s) or groups will need to acquire liability insurance in accordance with the guidelines of the venue where the Convention is held. Sometimes the venue itself can provide a liability insurance policy for a fee. Other times, the Convention host may need to "shop around" in the community for a liability policy using the limits the venue requires. MAWS shall be named as an Insured or Additional Insured on the liability policy.

It should be understood that MAWS does not provide liability insurance for individual meetings or events, whether they be considered Independent meetings or are part of a District. Such liability insurance, where required by the hosting facility, must be provided by the meeting or event as part of its self-supporting responsibilities.

What Makes a Good Convention?

Convention theme—A central theme or name of the Convention is helpful. Past themes have been "Reaching Out Our Hands", "Stepping Out of the Fog", "Stepping Into the Light" "A Recovery Odyssey", etc.

Main Features—Banquets, Speaker Meetings, Panels and Workshops are the main features of many Conventions. A 1995 Motion from the MAWS Conference states that "Speakers at the Convention to qualify as marijuana addicts.

Tradition Adherence—Proactively work to ensure that the Convention adheres to the 12 Traditions of MA from the planning stages to the completion of the Convention.

"Balance" and "Flow" are two key words in the planning of a convention program, particularly in setting up the panels, with one feature following another in a pleasant, logical series. For example, the first workshop may be on Steps 1-3, followed by a workshop on Steps 4-9, etc.

Tips on Good Convention Management

Badges—Registration should flow smoothly so that attendees spend just a few minutes registering and picking up their badges.

Beverages—There should be plenty of coffee, tea and water for everyone.

Accessibility—Events should be in close proximity to overnight accommodations.

Hotel and Motel Registrations—Prices and accommodations should be clear on the registration forms. Allow enough time for early reservations by sending registration forms out in a timely manner. Don't assume that all MA members will stay in medium or high-priced places. Include information on lower priced hotels and motels.

Don't compete with last year—While it's good to benefit from the experience of previous conventions, competition with yourself or others may lead to undo stress and unbalanced budgets.

PART FOUR—WORLD SERVICES

Chapter 20—The Relationship between the Society of MA and the MAWS Corporation

The Society of MA is an association of individual members and meetings. The meetings and individual members have created a structure for working together to promote the principles and purposes of MA. The Group Service Representatives, the Delegates, Trustees and committee members all serve at the direction and desire of the membership. All Delegates and officers serve and do not direct, the will of the membership. The officers and directors have no supervisory control over individual members or groups.

Marijuana Anonymous exists within the boundaries of the general community and must comply with the laws and financial requirements of the society. MA as a society must practice rigorous honesty in the legal and financial world. The requirements of the greater society include tax obligations, financial accounting and compliance with laws.

Financial and business transactions are necessary to provide facilities for a Conference, permit communication among districts and officers and meet the goals of Step 12 by carrying the message to the addict who still suffers.

A corporation, Marijuana Anonymous World Services, was formed to accomplish the necessary business affairs. The purpose of the corporation is to provide the business services that are necessary for the Society of MA to function.

The corporation is a legal entity. It is legally separate and distinct from the Society of MA. The corporation handles the financial and business matters for MA. It does not set policy for the Society of MA and does not have the right to control or supervise the activities of individual members or meetings.

Laws require a corporation to have shareholders, directors and officers. The shareholders of the corporation have been defined as the Delegates entitled to vote at the annual Conference. This includes the Delegates, Trustees and voting committee chairs. The Trustees of the Society also serve as Directors of the Corporation.

Tax and corporation laws require that money be fully accounted for and tax returns properly prepared. Each group and District Service Committee is responsible for its own financial affairs. The corporation provides business services that are available to local district service committees. The district can elect to have its financial affairs managed by the corporation. If the district elects to participate in the corporation, it must meet financial accounting and other legal and business standards. These requirements are necessary to satisfy rigorous honesty and to protect the legal status of the corporation. A district which will not or cannot meet the standards will remain a part of the Society of MA, but it will not be able to receive business services from the corporation.

The corporation is incorporated under the nonprofit corporation laws of California. It has further been accepted as a charitable organization under US Internal Revenue Code Section 501(c)(3). Contributions to the corporation may be tax-deductible.

Chapter 21—Trustees

Because world service work requires decisions and actions between Conferences, MAWS has nine Trustees whose responsibility is to maintain MAWS work during the year. Trustees' responsibilities are custodial in nature. The Board of Trustees defines each Trustee job description, which is fluid in nature.

Trustees generally meet online or by telephone conference call several times during the year. In these meetings, they monitor and coordinate the progress of MAWS work being performed by many MA members and committees throughout the year. Trustees also make interim decisions that cannot wait until the next Conference.

Trustees are trusted servants; they do not govern. Major decisions that affect MA as a whole, ether financially, legally, or publicly, are deferred to group conscience as expressed at the MAWS Conference.

Trustees are elected according to our Third Legacy Procedure (see *Chapter 17—The Third Legacy Procedure*) to one two-year term with an option for two additional one-year terms. No Trustee may serve more than a four-year consecutive maximum. Trustees also serve as directors of MAWS. The Bylaws set forth in detail the terms of office of Trustee (see *Chapter 24—Bylaws of Marijuana Anonymous World Services a California Public Benefit Corporation*).

Our corporate Bylaws require that Trustees have a minimum of two years sobriety, which means abstinence from marijuana and all mind-altering substances including alcohol. A Trustee's name is placed on public records of MAWS and therefore a Trustee must be prepared to accept that his or her name may be revealed publicly.

Trustees are required to notify persons holding elected/appointed World Service level positions when their positions are in jeopardy. Time to respond and improve their service should be considered, as well as the opportunity to resign. Any action taken ought to be tactful and considerate to all parties involved.

Actions without a Meeting / "Unanimous Written Consent"

Definition

- "Actions without a Meeting" are a way for Trustees to approve new actions that are deemed to require a vote by the Board of Trustees of MAWS without the necessity of discussing the item at a duly called meeting of Trustees.

- Essentially, this is a way to conduct binding votes via written methodology—specifically, email.
- Unanimous written consents do not violate the new agenda law. As provided for in California Corporations Code §7211(b), directors may take action without a meeting, if all members of the board individually or collectively consent in writing to that action.

Requirements

- All voting members must vote;
- Results must be unanimous in order to pass—an abstention or a no vote constitutes a non-passing of the item. The item is tabled until the next meeting of the Trustees;
- Written consents may be used regularly for items categorized as "housekeeping," provided no voting member disagrees with the labeling as such;
- Written consents of non-housekeeping items should be used sparingly and only when an action by the board cannot wait until the board's next meeting (whether regular or special).

Implementation

- The President of the Board of Trustees takes leadership of the issue and is responsible for seeing that this "Action without a Meeting" process is followed in its entirety;
- The President restates—in writing via email to the Trustee Yahoo! group (or currently appropriate, agreed upon group communication medium)—the issue at hand / motion to be voted on in clear terms;
- Trustees have 7 days to respond with their vote or address a question to the President or other Trustee. Said question will be treated as "discussion" and will trigger an additional 7-day response period upon confirmation;
- The President will contact non-responsive members prior to the voting deadline as needed in order to assure that they are aware of the pending issue;
- Any Trustee not responding by the end of the 7-day (14-day in the event of discussion) period will be counted as an abstention which will therefore result in a failed action.

Subsequent Action

- At the end of the designated period, the President will review the result of the "Action without a Meeting".
    - Unanimous affirmative
        - President will make it clear that the action has passed successfully and direct the appropriate entities to implement it;

- Non-passing or incomplete vote
    - The item is placed on the agenda for the next regular or special meeting of the Trustees

Trustee Job Descriptions

Our Bylaws mandate that we have 9 Trustees. When there are more jobs than trustees, one or more trustees will be responsible for more than one job. The trustee body will apportion jobs to trustees as it sees fit.

Two years of sobriety from marijuana and all mind-altering chemicals is required. One year of Trustee experience is recommended.

The following are responsibilities and conditions expected of all Trustees:

1) Two years of sobriety from marijuana and all mind-altering chemicals is required.
2) Understand and work within MA's Twelve Traditions and Twelve Concepts for Service.
3) Facilitate regular (1-2 times / month minimum) communication among Trustees.
4) Respond to questions and requests for help in a timely manner (10 calendar days or less).
5) Register on the MAWS Forum providing input and feedback throughout the year and guiding Committee work where appropriate.
6) Attend and participate in all Trustee meetings.
7) Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
8) Act as Chair for their specific Committee at the annual Conference, or appoint a suitable Chairperson.
9) Maintain regular (12 times / month minimum) communication with other Trustees.
10) Annually review Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
11) Prepare a written report of annual activities. Provide the report to the Office Manager in electronic format in advance of the Conference. Present the report at the annual Conference.
12) Direct the work of the Conference Committee throughout the year and meet all mandated deadlines as directed by the Conference and the Service Manual.
13) Must have easy online access to Internet and email.

President

Approximate hours per month required to perform job: 20–30, depending on time of year.

1) Act as first point of contact to Office Manager for operational concerns.
2) Following each Conference:
    a) Prepare, assign to appropriate Trustee and distribute the Conference Action Item list. Follow up to ensure the tasks are completed.
    b) Ensure notification of the host Districts for future Conferences and Conventions, as decided at the Conference.
    c) Circulate the prior year's Trustee Roster and (create) a new Trustee Roster to the current Trustees/Alternate Trustees.
    d) Review Conference Minutes as prepared by Office Manager for accuracy and approve distribution to the fellowship.
    e) Prepare, distribute and include the Conference Trustee Organizational Meeting Minutes on the first quarter Trustee meeting agenda for approval.
3) Encourage and support all other Trustees, the Office Manager, ANLP Volunteers and Delegates to give their best effort in service to MA.
4) Chair Trustee Meetings or ensure suitable chairperson is available.
5) Organize Conference Agenda Committee and ensure agenda is drafted 90 days prior to Conference.
6) Schedule three interim Trustee meetings, draft and distribute Agenda 15 days prior to each Trustee Meeting and ensure meeting time and place is arranged.
7) Facilitate dispute resolution amongst Trustees, if they arise.
8) Be available as a resource to the MAWS Office Manager, Trustees and MA in general.
9) Act as liaison (along with Literature Trustee) to A New Leaf Publications.
10) Take reasonable action to ensure MAWS commitments are met.
11) Annually review Office Manager's Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
12) Proactively plan for MA's growth.

Secretary

Approximate hours per month required to perform job: 6

1) Make teleconference meeting arrangements for Trustee meetings outside of Conference and provide instructions to Trustees and meeting participants.
2) Take Minutes of the Trustee meetings and forward drafts to Trustees for approval following each meeting.
3) Send approved Trustee Meeting Minutes to Delegates, Office Manager, ANLP and Trustees.
4) Following the approval of the previous meeting's Minutes, prepare a summary bullet point list of items, for approval by the Trustees. The approved summary is then sent to the Delegates (within 10 days) and submitted to ANLP for publication in A New Leaf.
5) Provide meeting Minutes to Office Manager for archival.
6) Facilitate voting on trustee conference calls. This includes doing a roll call, confirming that a quorum is present and tallying the vote along with the President.

Treasurer

Approximate hours per month required to perform job: 12

Suggested Eligibility: Previous service as MAWS Treasurer or at least 2 years of service eligibility remaining.

1) Maintain bank account records and insure that deposits and bill payments are made.
2) Manages, in conjunction with the Internet Trustee when appropriate, all online financial accounts and services, including online payroll, payment and accounting services.
3) Act as liaison to bookkeeper, accountant and tax preparer, ensuring their access to financial records as appropriate.
4) Act as liaison to District Treasurers and collect monthly financial reports from Districts using the MAWS Taxpayer Identification Number.
5) Provide to Trustees, Delegates and ANLP quarterly financial reports, including income and expense statements, comparison of actual and budgeted expenditures and a narrative or executive summary suitable for presentation at DSC meetings.
6) Insure that control of bank accounts and online financial services is transferred to successor within 30 calendar days of assuming the position. Ensure sufficiency of written accounting and transition procedures.

7) Ensure that accounting, payroll and other financial systems meet the needs of the Fellowship.

Literature

Approximate hours per month required to perform job: 8, dependent upon projects

1) Oversee the creation of new literature, including foreign language translations.
2) Act as liaison to ANLP and MA Districts for all matters concerning MAWS literature.

Hospitals and Institutions

Approximate hours per month required to perform job: 6

1) Respond to inquiries and requests from hospitals, institutions and other inquiries pertaining to MA in hospitals and institutions.
2) Explore and develop assorted media to facilitate meetings and districts to carry the message to hospitals and institutions.
3) Be a resource for Districts and Independent Meetings (meetings outside established Districts) that inquire about carrying out HI within their jurisdictions.
4) Annually review Hospitals and Institutions Handbook in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.

Public Information

Approximate hours per month required to perform job: 8

1) Work proactively to inform groups and organizations about MA and what we do. Examples include hospitals, jails, counselors, wellness centers, crisis hotlines, treatment centers and schools. Update such groups and organizations with information about how to reach us and design and facilitate mass mailings in areas not presently covered by MA Districts.
2) Respond to inquiries that may come in from any of the aforementioned institutions and be ready to answer questions about MA, understanding MA's traditions and "position" (no opinion on outside issues) with a focus on MA's primary purpose, to carry the message of recovery through the Twelve Steps to the addict who still suffers.
3) Explore and develop Public Service Announcements in a variety of formats, including but not limited to:
    a) Letters addressed directly to the aforementioned institutions.

b) Flyers to post in any publicly visible and appropriate space—bulletin boards everywhere, telephone poles, schools, wellness centers, grocery stores.

c) Radio & Video PSAs.

d) Press releases in newspapers and magazines.

e) Social Media websites.

4) Be a resource for Districts and Independent Meetings (meetings outside established Districts) that inquire about carrying out PI within their jurisdictions.

Policies and Procedures

Approximate hours per month required to perform job: 6

1) Ensure that the Service Manual is updated by the Office Manager according to the instructions of the MAWS Conference.
2) Proactively explore and present ideas to improve upon the Service Manual.
3) Work proactively to understand and ensure that MAWS adheres to the Twelve Traditions of MA.
4) Address issues that need clarification of MAWS policy.

Internet

Approximate hours per month required to perform job: 4–8

1) Promote MA's online presence.
2) Manage MAWS Internet properties including websites, mobile app and worldwide database of meetings.
3) Proactively develop new ways to use information technology to carry the message to the addict who still suffers.
4) Ensure that Internet Service Providers, e.g. hosting, payment processing and code repositories, are a competitive value.
5) Monitor and report on statistics for MAWS Internet properties.
6) Recruit and supervise Webmaster, system administrators and software developers for MAWS Internet properties.
7) Maintain access credentials for MAWS Internet properties, including website, database, service providers, codebase repositories and app store accounts.
8) Serve as custodian of MAWS codebase and signing keys for the mobile app and other custom software developed by or for MAWS.

Outreach

Approximate hours per month required to perform job: 6

1) Follow up by phone or email, with people who have received Starter Packets (sent by the Office Manager) to answer questions and provide guidance.
2) Maintain a minimum of quarterly correspondence/contact with Independent Meetings. This could be done via an email newsletter or at the discretion of the Trustee.
3) Assist Office Manager in gathering Independent Meeting information for Worldwide Directory updates.
4) Act as liaison between Independent Meetings and MAWS.
5) Act as liaison to non-US Districts and to Independent Meetings.
6) Facilitate participation of non-US Delegates in MAWS business.
7) Proactively develop ideas and strategies that support worldwide MA growth. Special consideration and care should be made when interacting with international communities with respect to potential differences in culture and community.
8) Confer with Trustees and ANLP regarding translations of MAWS literature and media.

Conferences and Conventions

Approximate hours per month required to perform job: 4

1) Gather and archive information about past events including budgets, site selection, committees and procedures, useful templates or forms, timelines and checklists.
2) Maintain a roster of people on past hosting committees available for mentoring.
3) Create "trend" reports for past conference and convention costs including (but not limited to) travel, production and food costs.

Chapter 22—The Marijuana Anonymous World Service Conference

MAWS holds its annual Conference in May each year. The location of the Conference is determined at the previous Conference. Guidelines for districts interested in hosting the conference are in place (see *Chapter 22—Guidelines for Future Conferences*).

The MAWS Conference is the forum at which group conscience throughout MA is expressed and decisions are made that affect MA as a whole. The Conference is also where much of MAWS work is performed. Trustees and committee chairs are selected at the MAWS Conference. The Conference also provides the opportunity to meet MA members from other districts and share experience, strength and hope. This sharing provides the unity that binds all members to our common purpose.

The MAWS Conference usually occurs over Memorial Day weekend each year. The Conference has several different types of meetings. There is usually an opening general meeting at which points of general interest are discussed and the conference agenda is approved. At that meeting, a list of candidates for trustee elections is also established.

Much of the actual work of the Conference is conducted in separate committee meetings. There are several committees and each voting conference member is also a member of a particular committee. Each committee conducts its own work and prepares reports and recommendations to be voted on at the general session.

It is at the general business sessions that proposals are made by committees and others. Here decisions are made that affect Marijuana Anonymous the society, as well as MAWS. Because these sessions have a large number of members in attendance and the agenda is frequently quite full, general business meetings are formal and often strictly conducted. A modified form of Rules of Order (see *Chapter 15—Rules of Order as Adapted for Marijuana Anonymous*) is applied to assure that business meetings stay focused and organized.

The procedure for obtaining Conference Approval of Work is as set forth in *Chapter 23—Conference Approved Material*. The term "Work" is defined as any artistic work or composition including, but not limited to: text, graphics, audio and/or video.

Conference Members

The members of the Conference are the Trustees, Delegates and appointed or elected Marijuana Anonymous World Service committee heads and coordinators. Each district, under present rules, can send two Delegates to the Conference. In addition, there are nine Trustees. Trustees are elected at the Conference according to the Third Legacy procedure. (*Chapter 17—The Third Legacy Procedure*).

Each Conference member has only one vote, no matter how many positions they may hold. Voting procedures are set forth in The Conference Charter of Marijuana Anonymous (*Chapter 22—The Conference Charter of Marijuana Anonymous*) and Bylaws of MAWS (*Chapter 24—Bylaws of Marijuana Anonymous World Services a California Public Benefit Corporation*).

Conference Committees

All Conference attendees are assigned to a Committee, except for the MAWS President who is an ex-officio member of all Committees. Members are expected to continue their Committee participation throughout the following year. The Committees and their responsibilities are:

1) **Literature Committee**—The Literature Committee is responsible for drafting and recommending for approval all of Marijuana Anonymous' literature and media. Good quality literature is one of the most important service responsibilities of MA. The Literature Committee must obtain and approve a proof prior to publication. New Conference Approved Literature and media should be forwarded to A New Leaf Publications in a timely manner. The Committee is chaired by the Trustee responsible for Literature or appointee.
2) **Finance Committee**—The Finance Committee is charged with the responsibility of organizing the financial affairs of Marijuana Anonymous World Services. The committee drafts an annual budget and recommends other financial priorities for MAWS. The Committee also supervises the work during the year of the MAWS Treasurer and the office staff. The Committee is chaired by the Trustee responsible for the Treasurer role or appointee.
3) **Policies and Procedures Committee**—The Policies and Procedures Committee is responsible for issues concerning the structure and organization of Marijuana Anonymous World Service. The Policies and Procedures Committee debates and recommends changes in the structure of MA. The committee also considers the relationship between MA, MAWS and the legal rights and obligations imposed by the communities in which MA exists. The Policies and Procedures Committee is also responsible for the Service Manual and all other documents which affect the organization

and structure of Marijuana Anonymous. The Committee is chaired by the Trustee responsible for Policies and Procedures or appointee.

4) **Hospitals and Institutions Committee**—The H&I Committee is responsible for setting forth guidelines to districts on service at hospitals and institutions. This includes review of the H&I Handbook, related pamphlets and literature, helping districts establish H&I committees and more effectively carry the message of MA to the marijuana addict who is confined, in treatment, or has no other way of hearing our message. The Committee is chaired by the Trustee responsible for Hospitals and Institutions or appointee.

5) **Public Information Committee**—The PI Committee is charged with setting forth the guidelines to the districts on organizing and maintaining MA's outreach to the general community. The function of this committee includes creating and recommending for approval: Public Information manual, public service announcements and guidelines to be used by district PI committees as well as the MAWS office manager when communicating with the public at-large. The Committee is chaired by the Trustee responsible for Public Information or appointee.

6) **Conferences and Conventions Committee**—The Conferences and Conventions Committee acts as liaison between previous, present and future host district conference and convention teams to facilitate communications, information sharing and collaboration. The Committee works closely with other responsible committees to distribute information (e.g. mawsconference.org), develop an information repository and related tasks such as online registration, budget development and district support. The Committee bears primary responsibility for developing and implementing remote conference attendance and voting, a project which was authorized at the 2013 Conference. The Committee is chaired by the Trustee responsible for Conferences and Conventions or appointee.

7) **Internet Committee**—The Internet Committee's responsibility is to serve all of MAWS' Internet-related functions and to investigate and develop ways to carry the message of recovery to marijuana addicts worldwide. The Committee is chaired by the Trustee responsible for Internet or appointee.

8) **Outreach Committee**—The Outreach Committee supports the primary purpose of carrying the message of recovery to marijuana addicts by facilitating correspondence with meetings and districts throughout the world. The committee will continue to facilitate international growth and connection through communication. The function of this committee includes investigating and developing ways to carry the message of recovery to marijuana addicts worldwide and to ensure that meetings and districts are aware of the support made available by MAWS. The Committee is chaired by the Trustee responsible for Outreach or appointee.

9) **Conference Agenda Committee**—The Conference Agenda Committee is responsible for collecting items from the Delegates and members for consideration at the annual conference and consolidating them into the formal Conference Agenda Items document with appropriate support materials. This must be distributed to conference members at least 90 days before the conference. The Conference Agenda Committee also assigns each business item to the appropriate conference committee; assigns conference members to conference committees; provides masters of conference documents to the Host Committee for duplication and inclusion in attendee packets; and sets the business event schedule for the entire conference. This Committee's responsibility ends once the Conference begins.

   Committees may convene together with shared membership. For instance, the Conferences and Conventions Committee and the Internet Committee convened together with shared membership at the 2014 Conference.

Guidelines for Conference Motions, Recommendations and Reports

Motion: A proposal for action

Motions are brought to the floor, discussed and voted on by the conference body in General Session. Committees may submit motions that arise out of their committee business. Items that generate great debate or have not been resolved by committees are often brought forward to the conference body. Districts and MA members may also submit motions for consideration by the Conference.

Examples of motions:

> Motion to accept the 2004 MAWS budget as written.
>
> Motion to amend the Service Manual, Chapter XX, p x, to add the following at the end of Item 11: "when Conference recommendations are quoted or summarized outside the Conference minutes, the source or presenter of the recommendation shall be prominently identified."

Recommendation: Presented as deserving acceptance or trial

Recommendations are offered by committees. If no action is required of the conference body, a recommendation can simply be made during a committee report. If action on a specific issue is sought, the committee should submit a recommendation in the form of a motion.

When citing recommendations, it is imperative to attribute who made the recommendation and under what circumstances to avoid misuse or assumptions that the recommendation represents the conscience of the conference body, when, in fact, it may not.

Example of a recommendation in a report:

> Recommendation from P&P Committee: Delegates present minutes of MAWS Conference to their district.

Example of a recommendation in a motion:

> Motion to recommend that meetings add the "Break the Buck Barrier" reading to their format.

Report: A detailed account of what occurred and was discussed

Reports inform the General Session of what issues were discussed and voted on in committee. They do not require action by the General Session.

Example of a report:

> Finance committee voted to raise the price of chips to $0.35 to help cover increased costs of sales tax and shipping chips.

Guidelines for Writing a Conference Agenda Item

Agenda items are submitted to the Conference Agenda Committee for inclusion on the Agenda for the Conference four months prior to the actual Conference. They should adhere to the following format and should provide enough information for the Item to be understood.

Parts of an Agenda Item:

> **TITLE:** A brief title that sums up the intent of the Item.
>
> **SUBMITTED BY:** This may be an individual (with or without a title, i.e. "Delegate"), a group, or even anonymous.
>
> **BACKGROUND/ORIGIN:** A concise explanation of the rationale behind the motion, including such history as is necessary to explain what is proposed to be changed or added. If needed for clarification, citations to previous related Conference motions can be included. Then the proposed result of the motion should be explained.
>
> **MOTION:** The actual language of the motion, which states that some action should be taken. This should be precise; the desired outcome should be stated by the motion, as in, "Amend the Service Manual, page ___, item ___, from (what it currently states), to read ____, etc." Or, "Amend the Service Manual, page ___, to add the following language between items ___ and___: (language of new section)." An Agenda Item may contain multiple motions. ALSO NOTE: In order for any Work (defined as any artistic work or composition including, but not limited to, text, graphics, audio and/or video) to be considered for voting as Conference Approved, it must be presented in its entirety to the conference. If further editing of the Work is deemed to be appropriate, the motion to seek

Conference Approval shall be either withdrawn of tabled until such time as the edits have been completed and the revised version of the Work becomes available in its entirety.

Sample Agenda Item (For Demonstration Purposes Only):

TITLE: No Cell Phones at Conference General Session Already!

SUBMITTED BY: Mary J., A Member of District 420

BACKGROUND/ORIGIN: The General Session is already tedious enough. Trying to figure out what's meant by voting on moving the Previous Question of an Amendment to an Amendment of a Motion takes a lot of concentration. When someone's cell phone goes off, it can break the whole flow of the Conference. Sure, we can ask people to turn them off, or set them on vibrate, but then there is always that temptation to sneak out your phone under the table and send a text. The only thing that's going to work is forbidding them completely. Also, people always plug their phones in at any outlet they can find in the room, they forget to put them on silent and people using a laptop to take care of legitimate Conference business can't keep their computers charged.

MOTION: At the General Session of the Conference, ALL cell phones must be turned off and surrendered to the quorum counter posted at the door.

MOTION: Any phones found alone and plugged into outlets around the room shall be confiscated and mailed back to the owner after the Conference if they can provide a complete and accurate description.

The Meaning of the Conference Charter of Marijuana Anonymous

The Conference Charter of Marijuana Anonymous is a body of principles by which the MAWS Conference is guided. It provides for the means by which group conscience is taken and the way in which decisions are made by MA as a whole.

The Conference Charter is not a legal instrument in the strictest sense. It is truly an informal agreement between the Society of MA as a whole and MAWS, setting forth the guidelines by which MAWS can best serve MA as a whole while maintaining MA's Twelve Traditions.

The Conference Charter is modeled after Alcoholics Anonymous and benefits from the experience of that organization. The Charter is an important and flexible set of principles that guide us in performing worldwide service. The Charter is nevertheless amendable to reflect new conditions and ideas.

The Conference Charter of Marijuana Anonymous

Originally adopted at MAWS Conference, 1989

1) **PURPOSE:** The World Service of Marijuana Anonymous is the guardian of world services and of the Twelve Steps and Twelve Traditions of Marijuana Anonymous. The Conference shall be a service body only, never a government for MA.

2) **COMPOSITION:** All members of MA are welcome. The Conference shall be composed of Trustees, Delegates, appointed or elected MAWS committee heads and coordinators and non-voting attendees. Trustees, Delegates and appointed or elected Marijuana Anonymous World Service committee heads and coordinators may vote. The recommended length of sobriety for Conference Members is at least one year, unless otherwise defined as longer in the Service Manual. (Sobriety is defined as abstinence from marijuana and all mind altering substances, including alcohol.)

3) **CONFERENCE RELATION TO MA:** The Conference will act for MA in the perpetuation and guidance of its world services and it will also be the vehicle by which MA can express its views upon all matters of vital MA policy and all deviations from our Traditions. Delegates, Trustees and Service Committee Heads should be free to vote as their conscience dictates and decide what questions should be taken to the group level, for information, discussion, or their own direct instruction.

   Any change in Article Twelve of The Charter, The Twelve Traditions of MA, or The Twelve Steps of MA must be made with the written consent of three-quarters of the MA groups, as defined in the resolution adopted by the October, 1989 Conference*.

4) **CONFERENCE RELATION TO THE MAWS BOARD OF DIRECTORS/TRUSTEES AND ITS CORPORATE SERVICES:** The Conference guides, advises and makes policy for the MAWS Corporation and elects the Board of Trustees. The Conference will be expected to afford a reliable cross section of MA opinion for this purpose.

   A quorum shall consist of two-thirds of all voting conference members.

   It will be understood that a two-thirds vote of Conference members voting shall be considered binding upon the Board and Corporation, provided the total vote constitutes at least a Conference quorum. But no such vote shall impair the legal rights of the Board and the service corporation to conduct routine business and make ordinary contracts relating thereto.

   It will be further understood, regardless of the legal prerogatives of the Board that a three-quarters vote of all Conference members may bring about a reorganization of the Board, the corporation, or its structure, or all other service entities including A New Leaf

if and when such reorganization is deemed essential. Under such a proceeding, the Conference may request resignations, may elect new Trustees/Directors and may make all necessary arrangements regardless of the legal prerogatives of the Board.

5) **COMPOSITION OF DISTRICT SERVICE COMMITTEES (DSC):** District Service Committees may be composed of Group Service Representatives, District Officers and Sub-Committee Chairs who will elect Delegates to the World Service Conference.

6) **PURPOSE OF DSC AS IT RELATES TO MAWS:** District Service Committees shall convene at least once a year for the election of Delegates to the World Service Conference.

7) **METHODS OF ELECTING DELEGATES TO THE WORLD SERVICE CONFERENCE**: Delegates shall be elected by the Third Legacy Procedure.

8) **TERMS OF OFFICE FOR DELEGATES:** A Delegate's term is one year with a two term maximum of continuous service.

9) **THE WORLD SERVICE CONFERENCE:** The Conference shall meet yearly, unless otherwise specified, at a location determined by the previous Conference. Special meetings may be called when necessary. The Conference may also render advisory opinions at any time by mail, e-mail or telephone poll in aid of the Board.

10) **COMPOSITION, JURISDICTION AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS/TRUSTEES OF MARIJUANA ANONYMOUS WORLD SERVICES:** The Board shall meet at the annual World Service Conference. The Board is elected by the Corporation members who are by definition the same as the voting members of the Conference.

    The Board is the chief service arm of the Conference and is essentially custodial in its character.

    Except for decisions upon matters of policy, finance, or MA Traditions that may seriously affect MA as a whole, the Board has entire freedom of action in the routine conduct of the policy and business affairs of the MA World Services Corporation.

    The Bylaws of MAWS Corporation, or any amendments thereto, are subject to the approval of the Conference by a two-thirds vote. The Board will first consult the Conference on any issues likely to affect MA as a whole. The Board reserves the right to decide which of its actions or decisions may require the approval of the Conference.

11) **GENERAL PROCEDURES OF THE WORLD SERVICE CONFERENCE:** The Conference will hear the financial and policy reports of the Board. The Conference will consult with the Trustees/Directors, officers and staff members on all matters presented as affecting MA as a whole; engage in debate; appoint necessary committees; and pass suitable resolutions for the advice or direction of the Board and its related services.

    The Conference may also discuss and recommend appropriate action regarding serious deviation from MA Traditions and harmful misuse of the name "Marijuana Anonymous".

The Conference may draft any needed Bylaws or amendments thereto and will name its own officers and committees.

The Conference, at the close of each session, will draft a full report of its proceedings, to be supplied to all delegates and Conference members; also a summary thereof which will be sent to MA groups (via their Delegates).

When Conference recommendations are quoted or summarized outside the Conference minutes, the source or presenter of the recommendation shall be prominently identified.

12) **GENERAL WARRANTIES OF THE CONFERENCE:** In all its proceedings, the World Service Conference shall observe the spirit of the MA Traditions, taking care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of MA, it shall never perform any acts of government; and that, like the Society of MA which it serves, the Conference itself will always remain democratic in thought and action.

* See attached copy of the 1989 resolution

Approved by the General Service Conference of Marijuana Anonymous October 1989.

Amended by the MAWS Conference, May 1995

Amended by the MAWS Conference, May 2006

1989 Resolution of the Third Unity Conference of Marijuana Anonymous

We, the members of the Third General Conference of Marijuana Anonymous, here assembled at Northridge, California in October of the year 1989, declare our belief that we are willing and ready to assume full and permanent responsibility for carrying the message of spiritual recovery through Unity and Service to the marijuana addict who still suffers.

We declare that the members of Marijuana Anonymous (of Greater Los Angeles), of Marijuana Addicts Anonymous, of Marijuana Anonymous (of Greater Seattle) and of Marijuana Smokers Anonymous—our pioneering groups—have become Marijuana Anonymous and are entirely capable of assuming the guardianship of the Twelve Traditions of Marijuana Anonymous.

BE IT THEREFORE RESOLVED: That the General Service Conference of Marijuana Anonymous should become, as of this date, October 15, 1989, the guardian of the Traditions of Marijuana Anonymous, the perpetuators of the world services of our Society and the voice of the group conscience of our entire Fellowship.

AND IT IS UNDERSTOOD: That neither the Twelve Traditions of Marijuana Anonymous nor the warranties of Article XII of the Conference Charter shall ever be changed or amended by the General Service Conference except by first asking the consent of the registered MA groups of the world. (This would include all MA groups known to the general service offices around the world.) These groups shall be notified of any proposal for change and shall be allowed no less than six months for consideration thereof. And before any such Conference action can be taken, there must first be received in writing within the time allotted the consent of at least three-quarters of all those registered groups who respond to such proposal.

WE FURTHER UNDERSTAND: That, as provided in Article XII of the Conference Charter, the Conference binds itself to the Society of Marijuana Anonymous by the following means: that in all its proceedings, the General Service Conference shall observe the spirit of the MA Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Marijuana Anonymous and may traditionally direct its world services, it shall never enact laws or regulations binding upon MA as a whole or upon an MA group or member thereof, nor shall it perform any acts of

government; and that, like the Society of Marijuana Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

Guidelines for Future Conferences

MAWS will be responsible for:

Electing a Conference Chairperson. It is suggested the Conference Chairperson have at least one year clean and sober, defined as abstinence from marijuana, alcohol and all other mind altering substances.

- Trustee transportation to and from hosting city
- Agenda 90 days prior to conference
- Trustee housing expenses, coordinating with the host district
- Working with the Host District, as necessary, to obtain Liability Insurance for the event.
- Goal is for MAWS to become fully self-supporting in financial responsibility of sending their Trustees to the MAWS Conference (including; housing, food and transportation)

Host District will be responsible for:

- Transportation to and from meetings for conference members
- Information packet including ; map, hotel, restaurant, etc., to be sent to Delegates prior to conference
- Make available report gathering instruments, such as copy machines etc.
- Provide beverages for meetings and breaks during conference
- Planning of breakfast and lunch for conference members, information be sent to Delegates and Trustees prior to conference
- Obtaining Liability Insurance for the event, naming MAWS as an Insured or Additional Insured.

Home District will be responsible for:

- Delegates' transportation to and from host city
- Coordination for delegate housing with host district
- Goal; for home district to become fully self-supporting in the financial responsibility of sending their delegates to the conference (including; housing, food and transportation)

Chapter 23—Literature

Conference Approved Material

The term "Work" is defined as any artistic work or composition including, but not limited to, text, graphics, audio and/or video.

The term "Conference Approved" is defined as approval of a Work for publication and distribution. This term shall usually be followed by a noun or noun phrase (such as Literature, Tape Audio PSA, Video PSA, etc.) that appropriately describes the media associated with the Work and/or the intended purpose of the Work.

The term "Conference Approval" is defined as the process of considering whether a particular Work ought to be "Conference Approved".

In order for any work to be considered for voting as Conference Approved it must be presented in its entirety to the conference. If further editing of the Work is deemed to be appropriate, the motion to seek Conference Approval shall be either withdrawn of tabled until such time as the edits have been completed and the revised version of the Work becomes available in its entirety.

The term "Work in Process" is defined as any Work that has been conceived, drafted, revised, or completed, but has not been Conference Approved.

With the exception of Conference Approval, the Conference may consider and make any other decision (such as planning, funding and editing) regarding a Work in Process without the Work in Process being available in its entirety.

All editions of *Life with Hope, A return to living through the 12 steps and 12 traditions of Marijuana Anonymous* (LWH) must be Conference Approved prior to publication.

Chapter 24—Foundation Documents

Articles of Incorporation
of
Marijuana Anonymous World Services

I.

The name of this corporation is Marijuana Anonymous World Services.

II.

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

B. The sole purpose of this corporation is to serve the society of Marijuana Anonymous.

III.

The name and address in the State of California of this corporation's initial agent for service of process is:

(Name), (Address), (Address)

IV.

A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V.

The names and addresses of the persons appointed to act as the initial Directors of this corporation are:

(Name), (Address), (Address)
(Name), (Address), (Address)
(Name), (Address), (Address)

VI.

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision of payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes; and which has established its tax exempt status under Section 501(c) (3) of the Internal Revenue Code.

_____ Dated: _____
(Name)

_____ Dated: _____
(Name)

_____ Dated: _____
(Name)

We hereby declare that we are the persons who executed the foregoing Articles of Incorporation, which execution is our act and deed.

_____ Dated: _____
(Name)

_____ Dated: _____
(Name)

_____ Dated: _____
(Name)

_____ Dated: _____
(Name)

Bylaws of Marijuana Anonymous World Services
a California Public Benefit Corporation

Article I—Name

The name of this corporation shall be: Marijuana Anonymous World Services

Article II—Offices

Section 1. Principal Office

The principal office for the transaction of the business of the corporation ("principal executive office") is located in the State of California, County of Los Angeles.

The directors may change the principal office from one location to another. Any change of this location shall be noted by the secretary on these bylaws opposite this section, or this section may be amended to state the new location.

Section 2. Other Offices

The Board of Directors may at any time establish branch or subordinate offices at any place or places where the corporation is qualified to do business.

Article III—Nonpartisan Activities

This corporation has been formed under the California Public Benefit Corporation Law for the purposes described herein below and it shall be nonprofit and nonpartisan. No substantial part of the activities of the corporation shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation and the corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office or for or against any cause or measure being submitted to the people for a vote.

Article IV—Dedication of Assets

The properties and assets of this nonprofit corporation are irrevocably dedicated to fulfillment of the Objectives and Purposes of this corporation as set forth in Article XIII hereof. No part of the net earnings, properties, or assets of this corporation, on dissolution or otherwise, shall inure to the exclusive benefit of any private person or individual, or any member or director of this

corporation except in fulfillment of said Objectives and Purposes. On liquidation or dissolution, all properties and assets and obligations shall be distributed pursuant to the nonprofit provisions of the California Corporations Code then in effect.

Article V—Membership

Marijuana Anonymous World Service Corporation members, hereafter referred to in these Bylaws as "members," shall consist of the following:

Directors of this corporation, who shall also be known as the trustees;

Duly-elected and qualified voting delegates to the World Conference of the Society of Marijuana Anonymous, as defined in The Conference Charter of Marijuana Anonymous; and

Appointed or elected Marijuana Anonymous World Service committee heads and coordinators.

All members must be sober. Sobriety is defined as abstinence from marijuana and all mind altering substances, including alcohol.

Article VI—Meetings of Members

Section 1. Place of Meeting

Meetings of the membership shall be held at any place within or outside the State of California.

Section 2. Fees, Dues and Assessments

Marijuana Anonymous World Services shall be funded solely through voluntary contributions. While most of those contributions have historically come from districts, individual meetings and donations from Convention committees and ANLP, small donations to MAWS from individual members are acceptable, if in a sum small enough to not influence, or have the appearance of influencing MAWS. Such gifts are not generally to be accepted if they exceed 2% of the MAWS annual budget or $1,000.00, whichever is greater.

Some individuals have expressed a desire to leave a gift or bequest to MAWS in their Will, Trust, or other similar instrument. As there is a much lesser risk of influence, or appearance of influence from such donation, MAWS will generally accept such gifts if they do not exceed 20% of the MAWS annual budget or $5,000.00, whichever is greater, in a one-time donation.

The membership by way of vote at Conference, or, if there are time constrains, the Trustees by vote subject to approval at the next Conference, may approve a gift by Will, Trust or similar

instrument which exceeds the values set out in the above guidelines, if they find extraordinary circumstances, or that under the circumstances the gift is not likely to cause undue influence or the appearance of such influence.

There are no contribution requirements to be World Services corporation member.

Section 3. Termination of Membership

Any member may voluntarily resign by written notice to the Trustees or the Secretary of this corporation.

Members shall maintain their status solely during their term of office as defined in The Conference Charter of Marijuana Anonymous and these Bylaws. Upon expiration of the member's term, membership in this corporation shall automatically lapse.

Any member who is removed from his/her position pursuant to Article VIII of these Bylaws shall also automatically cease to be a member of the corporation.

Section 4. Notice of Member's Meetings

The meeting of the corporation members shall be held at least once a year at the World Conference of the Society of Marijuana Anonymous. Written notice at least thirty days before the meeting shall be provided where practical, but failure of written notice shall not prevent the corporate members from meeting and acting.

Section 5. Quorum

(A) Percentage required. Two-thirds of the members shall constitute a quorum for the transaction of business at a meeting of the corporate members. Members count toward the quorum whether participating in person or confirmed as participating remotely though technology.

(B) Loss of quorum. The corporate members present at a duly called or duly held meeting at which a quorum is present may continue to transact business until adjournment, despite the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least two-thirds of the members required to constitute a quorum. Members confirmed as participating remotely through technology are considered present.

Section 6. Adjourned Meeting

Any members' meeting, annual or special, whether or not a quorum is present, may be adjourned from time-to-time by the vote of the majority of the members. But in the absence of a quorum, no other business may be transacted at that meeting, except as provided in this Article.

Section 7. Voting

(A) Eligibility to vote. Corporation members shall be the only persons entitled to vote at any meeting of members.

(B) Manner of casting votes. Voting may be by voice or ballot (in person or through technology), provided that any election of directors must be by ballot if demanded by any member before the voting begins.

(C) Place of voting. Members must be present at the meeting to vote.

(D) Percentage of votes required to act. If a quorum is present, the affirmative vote of two-thirds of the members present at the meeting entitled to vote (other than the election of directors) shall be the act of the members, unless the vote of a greater number or voting by classes is required by California Nonprofit Corporation Law or by the Articles of Incorporation. Members confirmed as participating remotely through technology are considered present.

Article VII—Election of Directors (Trustees)

Section 1. Directors

A member must be present, in person or via technology, at the annual membership meeting to be elected. Directors (Trustees) shall be elected at the annual membership meeting. All qualified conference attendees shall be eligible to be elected as trustees, subject to their right to withdraw their names from consideration and provided they have substantially attended, either in person or remotely through technology, the conference at which they are being considered. All eligible persons shall be listed on a roster subject to view by all members for the duration of the conference. A quorum as defined in Article VI must be present, either in person or through technology and two-thirds of the voting members present are needed to elect a Director. Notwithstanding this provision, two-thirds of a quorum as defined in Article VI can elect to modify the procedure for electing Directors for the purpose of that annual meeting only.

Section 2. Alternate Directors

A member must be present, either in person or through technology, at the annual membership meeting to be elected. First and second alternate Directors shall be elected at the annual meeting in the same manner as Directors and shall be designated as such. In the event of a vacancy in the Board, the alternate(s) shall be appointed by the remaining Directors to the vacancy(ies). In the event that alternate Directors are not available or have already been appointed to other vacancies, the vacant position shall be filled at the next membership meeting.

Article VIII—Directors

Section 1. Powers

(A) General corporate powers. Subject to the provisions of the California Nonprofit Corporation Law and any limitations in the articles of incorporation and these bylaws relating to action required to be approved by the members, the business and affairs of the corporation shall be managed and all corporate powers shall be exercised, by or under the direction of the board of directors.

(B) Specific powers. Without prejudice to these general powers and subject to the same limitations, the directors shall have the power to:

(i) Select and remove all agents and employees of the corporation; prescribe any powers and duties for them that are consistent with law, with the articles of incorporation and with these bylaws; and fix their compensation.

(ii) Change the principal business office in the State of California from one location to another; cause the corporation to be qualified to do business in any other state, territory, dependency, or country and conduct business within or outside the State of California; and designate any place within or outside the State of California for the holding of any members' meeting or meetings, including annual meetings.

(iii) Adopt, make and use a corporate seal; prescribe the forms of membership certificates; and alter the form of the seal and certificate.

(iv) Between membership meetings, remove and replace committee heads or coordinators by 3/4 vote. The new committee head or coordinator will become a member of the Corporation if the decision of the Board is ratified at the next annual membership meeting.

Section 2. Number and Qualification of Directors

The authorized number of directors shall be nine (9). Directors need not be residents of the State of California. A minimum of two years sobriety as defined in Article V shall be a requirement for anyone willing to serve as a director.

Section 3. Election and Term of Office of Directors and Alternates

(A) Terms of directors shall be for one two-year term with an option for two additional one-year terms with a four-year consecutive maximum. Directors shall be elected at the annual MAWS conference meeting, terms to begin upon adjournment of the same meeting and expiring either one or two years later upon adjournment of the annual MAWS conference meeting of the members; however, if any annual meeting is not held or the directors are not elected at any annual meeting, they may be elected at any membership special meeting held for that purpose. Each director, including a director elected to fill a vacancy or elected at a membership special meeting, shall hold office until expiration of the term for which elected and until a successor has been elected and qualified.

(B) Terms of Alternate Directors shall be for one year, with a maximum of two concurrent terms. Alternate Directors shall be elected at each annual MAWS conference meeting of the members; however if any annual meeting is not held or the Alternate Directors are not elected at any annual meeting, they may be elected at any membership special meeting held for that purpose. Each Alternate, including an Alternate elected to fill a vacancy or elected at a membership special meeting, shall hold office until expiration of the term for which elected and until a successor has been elected.

(C) In the event of an emergency when no remaining alternates are available, the Directors may elect (an) additional alternate trustee(s) by ¾ vote of the directors.

When an Alternate Director fills a vacancy to a term that continues in excess of twelve months, the now elected Director must stand for re-election at the annual MAWS conference or any membership special meeting in order to be considered to fill the full Director's term.

In the event that a Director resigns or is removed during their term, it is recommended that at least one full conference cycle elapse before they may be re-elected.

Section 4. Vacancies

(A) Events causing vacancy. A vacancy or vacancies in the board of directors shall be deemed to exist on the occurrence of the following:

(i) the death, resignation, or removal of any director,

(ii) the declaration by resolution of the board of directors of a vacancy of the office of a director who has been declared of unsound mind by an order of court or has been found by final order or judgment of any court to have breached a legally imposed duty under the California Nonprofit Corporation Law.

(B) Resignations. Directors may resign at any time by written notice to the other Trustees or the Secretary.

(C) Removal. Any trustee may be removed by a three-fourths vote of all the voting members. Votes regarding removal of a Trustee may be cast either at a membership meeting or by written ballot of the members who were qualified at the immediately preceding membership meeting.

(D) In the event of an emergency, any member may be removed by a three-fourths vote of the Directors, subject to ratification by a three-fourths vote of the membership. An emergency members meeting for this purpose can be conducted by phone, mail, e-mail, or facsimile.

Section 5. Place of Meetings; Meetings by Telephone

Regular meetings of the board of directors may be held at any place within or outside the State of California that has been designated from time-to-time by resolution of the board. In the absence of such designation, regular meetings shall be held at the principal executive office of the corporation. Special meetings of the board shall be held at any place within or outside the State of California that has been designated in the notice of the meeting or, if not stated in the notice, or if there is no notice, at the principal executive office of the corporation. Notwithstanding the above provisions of this Section 5, a regular or special meeting of the Board of Directors may be held at any place consented to in writing by a quorum of the board members, within 10 days' prior notice of the meeting. If consents are given, they shall be filed with the minutes of the meeting. Any meeting, regular or special, may be held by conference telephone or similar communication equipment, so long as all directors participating in the meeting can hear one another and all such directors shall be deemed to be present in person at such meeting.

Section 6. Annual Meeting

The Board of Directors shall hold a regular annual meeting, at the Society of Marijuana Anonymous World Conference. Notice of this meeting shall not be required.

Section 7. Quorum

Two-thirds of the elected number of directors shall constitute a quorum for the transaction of business, except to adjourn as provided in Section 8 of this Article VIII. Every act or decision done or made by two-thirds of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the board of directors, subject to the provisions of the California Nonprofit Corporation Law, especially those provisions relating to:

(i) approval of contracts or transactions in which a director has a direct or indirect material financial interest,

(ii) appointment of committees and

(iii) indemnification of directors. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for that meeting. Directors confirmed as participating remotely through technology are considered present.

Section 8. Adjournment

A majority of the directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place.

Article IX—Indemnification of Directors, Officers, Employees and Other Agents

Section 1. Definitions

For the purpose of this Article,

(A) "agent" means any person who is or was a director, officer, employee, or other agent of this corporation, or is or was serving at the request of this corporation as a director, officer, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a director, officer, employee, or agent of a foreign or domestic corporation that was a predecessor corporation of this corporation or of another enterprise at the request of the predecessor corporation.

(B) "proceeding" means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and

(C) "expenses" includes, without limitation, all attorneys' fees, costs and any other expenses incurred in the defense of any claims or proceedings against an agent by reason of his position or relationship as agent and all attorneys' fees, costs and other expenses incurred in establishing a right to indemnification under this Article.

Section 2. Successful Defense by Agent

To the extent that an agent of this corporation has been successful on the merits in the defense of any proceeding referred to in this Article, or in the defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection with the claim. If an agent either settles any such claim or sustains a judgment rendered against him, then the provisions of Sections 3 through 5 shall determine whether the agent is entitled to indemnification.

Section 3. Actions Brought by Persons other than the Corporation

Subject to the required findings to be made pursuant to Section 5, below, this corporation shall indemnify any person who was or is a party, or is threatened to be made a party, to any proceeding other than an action brought by, or on behalf of, this corporation, or by an officer, director or person granted related status by the Attorney General, or by the Attorney General on the ground that the defendant director was or is engaging in self-dealing within the meaning of California Corporations Code, or by the Attorney General or a person granted related status by the Attorney General for any breach of duty relating to assets held in charitable trust, by reason of the fact that such person is or was an agent of this corporation, for all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with the proceeding.

Section 4. Action Brought by or on behalf of The Corporation

(A) Claims settled out of court. If any agent settles or otherwise disposes of a threatened or pending action brought by or on behalf of this corporation, with or without court approval, the agent shall receive no indemnification for either amounts paid pursuant to the terms of the settlement or other disposition or for any expenses incurred in defending against the proceeding.

(B) Claims and suits awarded against agent. This corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action brought by or on behalf of this corporation by reason of the fact that the person is or was an agent of this corporation, for all expenses actually and reasonably incurred in connection with the defense of that action, provided that both of the following are met:

(i) The determination of good faith conduct required by Section 5, below, must be made in the manner provided for in that section; and

(ii) Upon application, the court in which the action was brought must determine that, in view of all of the circumstances of the case, the agent should be entitled to indemnify for the expenses incurred. If the agent is found to be so entitled, the court shall determine the appropriate amount of expenses to be reimbursed.

Section 5. Determination of Agent's Good Faith Conduct

The indemnification granted to an agent in Sections 3 and 4 above is conditioned on the following:

(A) Required standard of conduct. The agent seeking reimbursement must be found, in the manner provided below, that he acted in good faith, in a manner he believed to be in the best interest of this corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use in similar circumstances. The termination of any proceeding by judgment, order, settlement, conviction, or on a plea of "nolo contendere" or its equivalent shall not, of itself, create a presumption that the person did not act in good faith or in a manner which he reasonably believed to be in the best interest of this corporation or that he had reasonable cause to believe that his conduct was unlawful. In the case of a criminal proceeding, the person must have had no reasonable cause to believe that his conduct was unlawful.

(B) Manner of determination of good faith conduct. The determination that the agent did act in a manner complying with Paragraph (A) above shall be made by:

(i) the Board of Directors by a majority vote of a quorum consisting of directors who are not parties to the proceeding;

(ii) the affirmative vote (or written ballot in accordance with Article VI, Section 9 of a majority of the votes represented and voting at a duly held meeting at which a quorum is present (which affirmative votes also constitute a majority of the required quorum);

(iii) court in which the proceeding is or was pending. Such determination may be made on application brought by this corporation or the agent or the attorney or other person rendering a defense to the agent, whether or not the application by the agent, attorney, or other person is opposed by this corporation.

Section 6. Limitations

No indemnification or advance shall be made under this Article, except as provided in Sections 2 or 5 (B) (iii), in any circumstance when it appears:

(A) That the indemnification or advance would be inconsistent with a provision of the Articles, a resolution of the members, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(B) That the indemnification would be inconsistent with any condition expressly imposed by a court in approving a settlement.

Section 7. Advance of Expenses

Expenses incurred in defending any proceeding may be advanced by this corporation before the final disposition of the proceeding on receipt of an undertaking by or on behalf of the agent to repay the amount of the advance unless it is determined ultimately that the agent is entitled to be indemnified as authorized in this Article.

Section 8. Contractual Rights of Nondirectors and Nonofficers

Nothing contained in this Article shall affect any right to indemnification to which persons other than directors and officers of this corporation, or any subsidiary hereof, may be entitled by contract or otherwise.

Section 9. Insurance

The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation against any liability asserted against or

incurred by the agent in such capacity or arising out of the agent's status as such, whether or not this corporation would have the power to indemnify the agent against that liability under the provisions of this Section.

Article X—Records and Reports

Section 1. Inspection Rights

Any member of the corporation may:

(A) Inspect and copy the records of members' names and voting rights during usual business hours on five days' prior written demand on the corporation, stating the purpose for which the inspection of rights are requested.

Any inspection and copying under this Section may be made in person or by an agent or attorney of the member and the right of inspection includes the right to copy and make extracts.

Section 2. Maintenance and Inspection of Articles and Bylaws

The corporation shall keep at its principal executive office, or if its principal executive office is not in the State of California, at its principal business office in this State, the original or a copy of the Articles and Bylaws as amended to date, which shall be open to inspection by the members at all reasonable times during office hours. If the principal executive office of the corporation is outside the State of California and the corporation has no principal business office in this State, the Secretary shall, on the written request of any member, furnish to that member a copy of the Articles and Bylaws as amended to date.

Section 3. Maintenance of Inspection of other Corporate Records

The accounting books, records and minutes of proceedings of the members and the board of directors and any committee(s) of the board of directors shall be kept at such place or places designated by the board of directors, or, in the absence of such designation, at the principal executive office of the corporation. The minutes shall be kept in written or typed form and the accounting books and records shall be kept either in written or typed form or in any other form capable of being converted into written, typed, or printed form. The minutes and accounting books and records shall be open to inspection on the written demand of any member, at any reasonable time during usual business hours, for a purpose reasonably related to the member's interest as a member. The inspection may be made in person or by an agent or attorney and

shall include the right to copy and make extracts. These rights of inspection shall extend to the records of each subsidiary corporation of the corporation.

Section 4. Inspection by Directors

Every director shall have the absolute right at any reasonable time to inspect all books, records and documents of every kind and the physical properties of the corporation and each of its subsidiary corporations. This inspection by a director may be made in person or by an agent or attorney and the right of inspection includes the right to copy and make extracts of documents.

Section 5. Annual Report

The annual report to members referred to in the California Nonprofit Corporation Law is expressly dispensed with, but nothing in these Bylaws shall be interpreted as prohibiting the Board of Directors from issuing annual or other periodic reports to the members of the corporation as they consider appropriate. However, the corporation shall provide to the directors and to those members who request it in writing, within 120 days of the close of its fiscal year, a report containing the following information in reasonable detail:

(A) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year.

(B) The principal changes in assets and liabilities, including trust funds, during the fiscal year.

(C) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the fiscal year.

(D) The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year.

(E) Any information required by California Corporations Code Section 6322.

Article XI—Construction and Definitions

Unless the context requires otherwise, the general provisions, rules of construction and definitions in the California Nonprofit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the above, the masculine gender includes the feminine and neuter, the singular number includes the plural, the plural number includes the singular and the term "person" includes both the corporation and a natural person.

Article XII—Amendment by Members

New Bylaws may be adopted or these Bylaws may be amended or repealed by approval of the members or their proxies, or by written assent of these persons. The Bylaws may be amended by a vote of two-thirds of all the voting members.

Article XIII—Disclaimer of Right to Control

In relation to the Society of Marijuana Anonymous, the Marijuana Anonymous World Service Corporation exists solely to provide support for the Society of Marijuana Anonymous. The corporation has no right to supervise of control the activities of the Society of Marijuana Anonymous, at the national level, local areas, or in the individual groups and meetings.

Article XIV—Objectives and Purposes

The Marijuana Anonymous World Services Corporation has but one purpose, that of serving the Society of Marijuana Anonymous. It is to maintain services for those who would be seeking, through Marijuana Anonymous, the means for arresting the disease of marijuana addiction through the application to their own lives, in whole or in part, of the Twelve Steps which constitute the recovery program upon which the Society of Marijuana Anonymous is founded. These Twelve Steps are as follows:

(see *The Twelve Steps of Marijuana Anonymous* below)

Marijuana Anonymous World Services Corporation and its members claim no proprietary right in the recovery program, for these Twelve Steps, as all spiritual truths, may now be regarded as available to all mankind. However, because these Twelve Steps have proven to constitute an effective spiritual basis for life which, if followed, arrests the disease of marijuana addiction, the Marijuana Anonymous World Services Corporation asserts the negative right of preventing, so far as it may be within its power, any modification, alteration, or extension of these Twelve Steps, except at the instance of the Society of Marijuana Anonymous in keeping The Conference Charter of Marijuana Anonymous as the same may from time to time be amended (hereinafter referred to as the "Charter").

The Marijuana Anonymous World Service membership shall be guided by the Twelve Traditions of Marijuana Anonymous, hereinafter referred to as the "Traditions," which are as follows:

(see *The Twelve Traditions of Marijuana Anonymous* below)

The Marijuana Anonymous World Service Corporation shall use its best efforts to insure that these Twelve Traditions are maintained, for it is regarded by the Society of Marijuana Anonymous as the custodian of these Traditions and, accordingly, it shall not itself nor, so far as it is within its power to do so, permit others to modify, alter, or amplify these Traditions, except in keeping with the provisions of the Charter.

The Marijuana Anonymous World Service membership shall be guided by the spirit of the Twelve Concepts of Marijuana Anonymous, hereinafter referred to as the "Concepts" which, in their short form, are as follows:

(see *The Twelve Concepts for Service in Marijuana Anonymous* below)

Article XV—Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Marijuana Anonymous World Services in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order Marijuana Anonymous World Services may adopt.

The Twelve Steps of Marijuana Anonymous

1) We admitted we were powerless over marijuana, that our lives had become unmanageable.

2) Came to believe that a Power greater than ourselves could restore us to sanity.

3) Made a decision to turn our will and our lives over to the care of God, as we understood God.

4) Made a searching and fearless moral inventory of ourselves.

5) Admitted to God, to ourselves and to another human being the exact nature of our wrongs.

6) Were entirely ready to have God remove all these defects of character.

7) Humbly asked God to remove our shortcomings.

8) Made a list of all persons we had harmed and became willing to make amends to them all.

9) Made direct amends to such people wherever possible except when to do so would injure them or others.

10) Continued to take personal inventory and when we were wrong promptly admitted it.

11) Sought through prayer and meditation to improve our conscious contact with God, as we understood God, praying only for knowledge of God's will for us and the power to carry that out.

12) Having had a spiritual awakening as the result of these steps, we tried to carry this message to marijuana addicts and to practice these principles in all our affairs.

Approved by the General Service Conference of Marijuana Anonymous, October 1989

The Twelve Traditions of Marijuana Anonymous

1) Our common welfare should come first; personal recovery depends upon MA unity.

2) For our group purpose there is but one ultimate authority, a loving God whose expression may come through 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 marijuana.

4) Each group should be autonomous except in matters affecting other groups or MA as a whole.

5) Each group has but one primary purpose, to carry its message to the marijuana addict who still suffers.

6) MA groups ought never endorse, finance, or lend the MA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.

7) Every MA group ought to be fully self-supporting, declining outside contributions.

8) Marijuana Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

9) MA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

10) Marijuana Anonymous has no opinion on outside issues; hence the MA name ought never be drawn into public controversy.

11) Our public relations policy is based upon attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, t.v., film and other public media. We need guard with special care the anonymity of all fellow MA members.

12) Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Approved by the General Service Conference of Marijuana Anonymous, October 1989 and MAWS Conference, May 1992.

The Twelve Concepts for Service in Marijuana Anonymous

1) The Marijuana Anonymous service structure was created to give the groups the freedom to carry out our society's primary purpose of carrying the message to marijuana addicts.
2) The ultimate authority and responsibility for service in Marijuana Anonymous is the collective conscience of the groups.
3) The Marijuana Anonymous groups have delegated to its service committees and trusted servants the full authority to conduct Marijuana Anonymous' business and service regarding district as well as world affairs.
4) All members of a service committee have the "Right of Participation," and bear substantial responsibility for the service committee's decisions.
5) Group conscience is the spiritual means by which service decisions are made.
6) A "Right of Appeal" exists to protect minority opinions and to ensure that all viewpoints have been considered in the decision-making process.
7) The scope of responsibility and authority of every service position should be well defined to ensure accountability of all service positions as well as the ability to perform each position.
8) Effective leadership qualities are essential for trustees, who are entrusted with the responsibility of making final decisions regarding general world service business and finances.
9) The Articles of Incorporation and By-laws of Marijuana Anonymous World Services, are legal documents that empower the trustees to manage and conduct world service business; the conference charter is not a legal document but relies on the force of the traditions and power of the group conscience.
10) The integrity of our service structure depends on continued unity of Marijuana Anonymous groups, districts and World Services through effective communication.
11) Marijuana Anonymous' funds and resources should be managed responsibly to ensure their most efficient use in carrying out the primary purpose of Marijuana Anonymous.
12) The Marijuana Anonymous service structure should be one of selfless service and not of power or government, ensuring that the spiritual principles of the 12 Steps, 12 Traditions and the warranties of Article 12 of the conference charter are always maintained.

Approved by the MAWS Conference of Marijuana Anonymous, May 1996

PART FIVE—APPENDICES

Appendix 1—Hospitals and Institutions Handbook ..... -92-

Appendix 2—Public Information Handbook ..... -105-

Appendix 3—MA Literature Translation Handbook..... -118-

Appendix 4—Suggested Meeting Formats, Spanish..... -127-

Appendix 5—Suggested Meeting Format, French..... -133-

Appendix 6—Office Manager Job Description ..... -136-

Appendix 7—A New Leaf Publications Charter ..... -143-

Appendix 1—Hospitals and Institutions Handbook

SUGGESTED GUIDELINES AND PANEL FORMAT

When anyone, anywhere
reaches out for help,
I want the hand of MA to be there;
and for that, I am responsible!

Conference Approved 1991, 1995

Purpose

The purpose of the Hospitals & Institutions Committee of Marijuana Anonymous is to carry the message of Marijuana Anonymous to the marijuana addict who is confined, in treatment, or has no other way of hearing our message. H&I also works closely with Public Information to provide panels, speakers and other services to the community at large. The activities of this Committee are based on and governed by, the Twelve Traditions of MA.

It is the expressed desire of this Committee that all persons selected for specific assignments have the length of sobriety and the experience levels which are listed under the qualifications suggested for that position.

Remember always: these suggestions are based on "that which experience has taught us." It is the intention of our Committee, through these suggestions, to simplify and unify the procedure for those who are interested in and/or participating in this type of 12 Step work.

Of necessity, our Committee is organized in an endeavor to avoid confusion and duplication of effort. This is a service Committee and our responsibility has many facets, of which the most important are:

1) To the patient, inmate group within a facility, or audience being addressed.
2) To the facility or audience, courteous acceptance and compliance with its wishes.
3) To the Society of Marijuana Anonymous; namely, conducting ourselves in a manner above reproach, to ensure that we will not say or do anything that will reflect unfavorably upon the Committee or MA as a whole.

Since our public relations policy is one of attraction rather than promotion, we serve these facilities at the invitation of the administration, ever conscious of our 6th Tradition (cooperation not affiliation).

As members of this Committee, we cannot and do not, speak for MA; however, each of us who participates is automatically representative of MA. We maintain our sobriety through adherence to a program embodied in our Twelve Steps of Recovery and try to practice these principles in all our affairs. In view of this, we will:

1) Make sure *every* MA promise is kept.
2) Respect all rules and regulations as outlined by the Administration.
3) Respect full anonymity of others at all times.
4) Not intercede on behalf of any individual or group of individuals affected by the decisions of the facility.
5) Not engage in any controversy over management, treatment or personnel; being ever mindful of the purpose of this committee.
6) Not serve as a go-between for someone who is on the inside to someone on the outside or vice versa.
7) Refrain from using profanity, inappropriate jokes, prolonged monologues of drug stories and other types of self-indulgence.
8) Refrain from talk about medication, psychiatry, or scientific theories of marijuana addiction. This is the territory of professionals.
9) Remember that MA is a spiritual, not a religious program. Though it is appropriate to share our own spiritual experience, it is not appropriate to endorse any specific religion.
10) Remember that we are MA to people in that facility. Our language, appearance, manners and mood all affect other people's opinion of our fellowship. Our behavior can make sure MA is always welcome. This may sound trite, but it is true—we may be the only copy of the Steps and Traditions many people will ever see.

MA Panel/Secretary Format

Hi, my name is _____ and I'm a marijuana addict.

We would like to start this meeting with the Serenity Prayer.

God, grant me the serenity
to accept the things I cannot change,
the courage to change the things I can,
and the wisdom to know the difference

(PREAMBLE)

Marijuana Anonymous is a fellowship of men and women who share our experience, strength and hope with each other that we may solve our common problem and help others to recover from marijuana addiction.

The only requirement for membership is a desire to stop using marijuana. There are no dues or fees for membership. We are self-supporting through our own contributions. MA is not affiliated with any religious or secular institution or organization and has no opinion on any outside controversies or causes. Our primary purpose is to stay free of marijuana and to help the marijuana addict who still suffers achieve the same freedom. We can do this by practicing our suggested twelve steps of recovery and by being guided as a group by our twelve traditions.

I need a volunteer to read:

- *Who is a Marijuana Addict*
- *The 12 Questions*
- *How it Works*

OPTIONAL: Now, let's go around and have everyone introduce themselves. We ask that you listen to our stories. There will be time for questions at the end. No cross-talk, please.

(Panel—Each of the speakers share their experience, strength and hope via their personal story.)

We now have time for questions.

Our time is up for now.

I would now like to ask someone to read *The 12 Traditions*.

Please join us in the Closing Prayer *(Selected by Secretary)*

Guidance for Panel Leaders and Members

To insure good results from panels and meetings conducted by the Hospitals and Institutions Committee, all panel leader/secretaries and speakers should endeavor to comply with these suggestions. (These suggestions come as a result of "experiences" in this type of 12-Step work, combined with suggestions from staff members. *They are not personal opinions*.)

Eligibility of persons participating in hospital and institution panels/meetings:

- Length of sobriety defined as abstinence from marijuana and all other mind altering substances, including alcohol: Panel Leader/ Secretary, ONE YEAR minimum; Speakers, NINETY DAYS minimum. We realize that in some localities it is not always possible to carry this out, but it should be adhered to as closely as circumstances permit.
- Persons who have once been patients of State Hospitals: it is advisable that these persons not be taken back to the hospital from which they were released for at least six months. This preference is due solely to consideration of the possible harm that might be done.

Panel leaders/secretaries should always be aware of the following:

- No individual member should accept appointments with doctors or other staff members of a hospital or institution to discuss procedural problems. If such a question arises, it should be referred to the panel leader/secretary and, if necessary, to the H&I Committee.
- Visiting hospitals and institutions is a privilege extended to us. If anyone, any time, violates the rules or regulations set by the administration, our privileges may be revoked.
- We should avoid any promises, expressed or implied, that we do not intend to, or cannot, keep. Patients and inmates often approach visitors for support of their opinions of staff or policy. This is NOT our business. We have no basis for criticism and should not express an opinion of treatment being given or not being given, nor should we voice criticism of any administration staff.
- As members of the H&I Committee, we will not involve ourselves in any other activity at any institution this Committee serves, thus avoiding possible conflict and resulting damage to:
    - The inmate, patient, or audience the committee is addressing.
    - The ability and privilege of the Committee to carry the message.
    - The integrity of our 6th and 8th Traditions.
- No member will interfere or use any influence in any institution, court, or hospital; nor with any judge, doctor, probation officer, or parole officer. Nor will we make any

comment or promises regarding employment, parole, probation, or medical problems for any inmate or inmates. We carry only the message of Marijuana Anonymous.

Clearance

- The requirements to obtain a clearance to attend Hospital and Institution MA meetings in correctional facilities are not standardized.
- The District Coordinator for each institution is responsible for the distribution of clearance forms and procedures to each Panel Leader/Secretary.
- There may be clearance restrictions in the case of H&I members who have a prior record of confinement.
- In no case will any member of the H&I Committee attempt to circumvent the clearance procedures of any institution to gain admittance for an unauthorized person.

Funds Used by Panels and Meetings

- Funds for literature and supplies used by Hospital and Institution Panels and Meetings are the sole responsibilities of District H&I Committees and District Service Committees.

Literature

- In an effort to carry the message of MA through its literature to hospitals and institutions, H&I panels are encouraged to appropriately provide institutions with literature. Facilities guidelines regarding distribution of literature must be adhered to.

Example Regulations Relating to Visiting Privileges in one California Correctional Institution

Visitors are not permitted to give anything to, or receive anything from, an inmate or patient while visiting.

Visitors are permitted to speak only with the inmate or patient groups they are visiting.

Former inmates of any California Correctional Institution, or any State or Federal Prison, are in violation of the California Penal Code if they enter one of the California Institutions without prearranged permission from the Warden or Superintendent. Violation could result in a term of one to five years in prison, a $5,000 fine, or both. Similar laws exist in other states.

Violation of any Hospital or Institution regulation may result in the prohibition of further visiting privileges.

Panel Leaders/Secretaries must brief speakers on basic rule requirements prior to attendance at Hospital or Institution meetings. Visitors may face some additional

necessary screening at the entrance gate. Pocket knives, metal objects and other items that may be contraband must be locked in autos prior to visit. Auto keys, personal wallets and personal tobacco supplies may be kept on your person during visit. Inappropriate mingling with the patients or inmates is not allowed, nor messages of any kind, from or to the confined person, in violation of facility rules. We call your attention to the fact that OBSCENE, PROFANE and OTHER OFFENSIVE LANGUAGE WILL NOT BE TOLERATED IN ANY FACILITY. Your facility host stands ready to clarify or advise you on matters not otherwise clearly outlined.

Your participation in the institutional visitation program of MA is a most helpful contribution. To avoid oversights and confusion, if you are unable to keep your date as scheduled, NOTIFY YOUR PANEL LEADER/ SECRETARY.

Positions: Term of Service, Qualifications and Responsibilities

Panel Leader/Secretary: The Panel Leader/Secretary is selected by the District H&I Chair.

Term: No Specific time limit.

Qualifications: It is suggested the Panel/Secretary have one year of continuous abstinence from marijuana and all other mind altering substances, including alcohol and six months of H&I Committee activity.

Responsibilities:

- Conduct the MA Panel/Meeting in a specific facility, at the appointed time. Failure to fulfill a Panel Leader/Secretary commitment may result in removal from the position.
- Be familiar with the rules governing the specific facility so far as visitors are concerned and with the rules of their H&I Subcommittee.
- Brief their speakers and visitors regarding rules, regulations and privileges and will not hesitate to inquire if there is any reason why a particular person should NOT enter the facility and is responsible to the district H&I Subcommittee Chair wherein the facility is located.
- Alert the district H&I Subcommittee Chair to any problems—real, imagined, or potential—in order that the District Service Committee will be continually aware of developments in the particular facility.
- Not replace himself or herself, but may suggest a replacement to the district H&I Subcommittee Chair for consideration.

District H&I Subcommittee Chair: The district H&I Subcommittee Chair is elected by the local District Service Committee.

Term: One year.

Qualifications:

It is suggested the district H&I Subcommittee Chair have one year of continuous abstinence from marijuana and all other mind altering substances, including alcohol and six months of active H&I Committee participation.

Responsibilities:

- Coordinate all H&I activities in his or her district.
- Maintain communication with the MAWS H&I Trustee, serve as a filter for local problems, engage in limited public relations within his or her district and designate responsibility in order that all meetings at facilities in his or her district will be covered.
- Conduct regularly scheduled meetings and is responsible for providing H&I Handbooks consisting of suggested format and guidelines.
- Establish and maintain communication with the District Service Committee.
- Conduct regular orientation meetings for potential Panel Leaders/Secretaries and speakers.

MAWS H&I Committee Chair/Trustee: The World Services H&I Committee Chair/Trustee is elected/appointed at the annual MAWS Conference.

Responsibilities:

- Coordinate all Hospital & Institution Committee activities.
- Personally handle, together with the Public Information Chair/Trustee, all public relations contact involving policy matters and/or interpretation at the public level.
- Handle all matters affecting the H&I Committee in connection with MA.
- Be responsible for correspondence within the committee involving policy matters.
- Assist the individual districts in forming H&I Committees.
- Designate one or more persons to act in his or her behalf or on the behalf of the committee, if desired.

NOTE: Should misunderstandings or disagreements within the committee be deemed important enough to be called to the attention of the individual districts, his or her judgment will be accepted pending Board of Trustees approval.

Who Is A Marijuana Addict?

We who are marijuana addicts know the answer to this question. Marijuana controls our lives! We lose interest in all else; our dreams go up in smoke. Ours is a progressive illness often leading us to addictions to other drugs, including alcohol. Our lives, our thinking and our desires center around marijuana—scoring it, dealing it and finding ways to stay high.



The 12 Questions of Marijuana Anonymous

The following questions may help you determine whether marijuana is a problem in your life.

1) Has smoking pot stopped being fun?
2) Do you ever get high alone?
3) Is it hard for you to imagine a life without marijuana?
4) Do you find that your friends are determined by your marijuana use?
5) Do you use marijuana to avoid dealing with your problems?
6) Do you smoke pot to cope with your feelings?
7) Does your marijuana use let you live in a privately defined world?
8) Have you ever failed to keep promises you made about cutting down or controlling your use of marijuana?
9) Has your use of marijuana caused problems with memory, concentration, or motivation?
10) When your stash is nearly empty, do you feel anxious or worried about how to get more?
11) Do you plan your life around your marijuana use?
12) Have friends or relatives ever complained that your using is damaging your relationship with them?

If you answered yes to any of the above questions, you may have a problem with marijuana.

Conference Approved 05/2015

H-04

Marijuana Anonymous
How it Works

The practice of rigorous honesty, of opening our hearts and minds and the willingness to go to any lengths to have a spiritual awakening are essential to our recovery.

Our old ideas and ways of life no longer work for us. Our suffering shows us that we need to let go absolutely. We surrender ourselves to a Power greater than ourselves.

Here are the steps we take which are suggested for recovery:

1) We admitted we were powerless over marijuana, that our lives had become unmanageable.
2) Came to believe that a Power greater than ourselves could restore us to sanity.
3) Made a decision to turn our will and our lives over to the care of God, as we understood God.
4) Made a searching and fearless moral inventory of ourselves.
5) Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6) Were entirely ready to have God remove all these defects of character.
7) Humbly asked God to remove our shortcomings.
8) Made a list of all persons we had harmed and became willing to make amends to them all.
9) Made direct amends to such people wherever possible, except when to do so would injure them or others.
10) Continued to take personal inventory and when we were wrong, promptly admitted it.
11) Sought through prayer and meditation to improve our conscious contact with God, as we understood God, praying only for knowledge of God's will for us and the power to carry that out.
12) Having had a spiritual awakening as the result of these steps, we tried to carry this message to marijuana addicts and to practice these principles in all our affairs.

Do not be discouraged, none of us are saints. Our program is not easy, but it is simple. We strive for progress, not perfection. Our experiences, before and after we entered recovery, teach us three important ideas:

- That we are marijuana addicts and cannot manage our own lives;
- That probably no human power can relieve our addiction; and
- That our Higher Power can and will if sought.

Approved for Meeting Format by the General Service Conference of Marijuana Anonymous, February 1990

The Twelve Traditions of Marijuana Anonymous*

1) Our common welfare should come first; personal recovery depends upon MA unity.
2) For our group purpose there is but one ultimate authority, a loving God whose expression may come through 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 marijuana.
4) Each group should be autonomous except in matters affecting other groups or MA as a whole.
5) Each group has but one primary purpose, to carry its message to the marijuana addict who still suffers.
6) MA groups ought never endorse, finance, or lend the MA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7) Every MA group ought to be fully self-supporting, declining outside contributions.
8) Marijuana Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9) MA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10) Marijuana Anonymous has no opinion on outside issues; hence the MA name ought never be drawn into public controversy.
11) Our public relations policy is based upon attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, t.v., film and other public media. We need guard with special care the anonymity of all fellow MA members.
12) Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

* Approved by the General Service Conference of Marijuana Anonymous, October 1989 and MAWS Conference, May 1992.

Dangers of Cross Addiction

As stated in our third tradition, the only requirement for membership in Marijuana Anonymous is a desire to stop using marijuana. There is no mention of any other drugs or alcohol. This is to adhere to the "singleness of purpose" concept, but many of us have found that the only way that we can keep our sobriety is to abstain from all mind and mood altering chemicals, including alcohol.

When we give up the drug of our choice, a void is created. The initial struggle to abstain from marijuana use often leaves us vulnerable. To fill this void we may start to use, or increase the use of, other substances such as alcohol, cocaine, pills, or other self-prescribed drugs. Although we may not now be addicted to these substances, their use can lower our inhibitions, leaving us open to repeating old patterns of thinking and behaving that can lead back to marijuana use. The fact that we became addicted to marijuana reflects a tendency towards behavior that may lead to cross addiction or substitution addiction to these substances.

To reiterate, the only requirement for membership is a desire to stop using marijuana. It is important, however, to recognize the potential to create one problem as we strive to recover from another.

H-01 6/93 MA Conference Approved

Appendix 2—Public Information Handbook

SUGGESTED GUIDELINES



First Printing—November 1996

Conference Approved 1999, 2009, 2012

Introduction

The purpose of this manual is to assist the various districts, as well as meetings outside of geographic districts in MA, with the creation and implementation of an effective public information program. The object of Public Information is to carry our message to the general public. If a person has a problem with marijuana, MA may be able to help. But MA cannot help if our organization is unknown.

As Marijuana Anonymous grows, we will receive inquiries from all types of outside interests. These include, but are not limited to, the following: employee assistance programs, newspapers, television stations, schools and callers who want to start new meetings. These are a few suggestions to keep in mind when talking to the general public:

When doing PI work, be aware that you represent MA policy and not your personal opinions. In addition, take special care to maintain personal anonymity when dealing with the media (e.g. using first name only).

Determine if the inquiry is something that would best be handled by World Services. If there is ever a question of responsibility regarding an inquiry, then the best course of action would be to consult the World Services PI Trustee (publicinformation@marijuana-anonymous.org).

Keep in mind that this MA Public Information Manual is to be used as a guide and is intended to be updated regularly as MA grows and new means of "carrying the message" become available.

Getting Started

First, a district will elect a Public Information Chair who is responsible for all contact with the public and various media outlets. In addition a PI Committee should be formed. The Chair and the Committee work together to carry the message. When a meeting is started outside of an established district, dedicated members can do PI outreach in their community following these guidelines. Informing the community of MA's presence is essential.

There are many ways for districts and meetings to reach out to their communities.

These techniques include, but are not limited to:

1) Posting flyers and distribution of literature
2) Internet: e.g. Craigslist and other local listings

3) Radio: Interviews, Public Service Announcements (PSAs)
4) Television and Cable Stations: Interviews, Video PSAs
5) Listings
6) Mass Mailings

Samples of PSAs, listings and other outreach materials can be found at the end of this chapter.

Posting Flyers and Distribution of Literature

All members can post flyers on local bulletin boards and distribute them in the community.

The PI Chair and committee members take literature, pamphlets and meeting schedules to local libraries, schools, hospitals, recovery centers, etc. See sample flyers at the end of this chapter.

This is a "grassroots" approach to Public Information.

Internet

Letting the community know about MA through the Internet is potentially the cheapest and most effective way to "carry the message." Possibilities for using the Internet for Public Information are extensive and include the following:

Weekly postings of meetings and contact information on Craigslist and other community bulletin boards.

- Mass e-mailing: These can be sent to any of the individuals/organizations listed in the mass mailing section below.
- Links: MA World Services has determined that our web page cannot link to any outside organizations. However, other organizations may create links from their sites to ours.
- District Web Sites: For questions or suggestions regarding web site construction, please consult the Internet Trustee (internet@marijuana-anonymous.org).

Radio

Public Service Announcements. MAWS Conference has approved a number of PSAs (see *Public Service Announcements* (PSAs)). These announcements come in the form of scripts to be read by on-air staff at radio stations.

If proof of nonprofit status is required, a copy of the IRS 501(c)(3) Affirmation letter may be obtained from the MAWS Treasurer (treasurer@marijuana-anonymous.org) or Office Manager

(office@marijuana-anonymous.org). When calling a radio station, ask for the Public Service Director. It may be difficult to reach this person, but don't give up!

Radio stations have a constant turnover of PSAs. Therefore, it is a good idea to submit PSAs regularly.

If a radio station calls requesting a member of MA to participate in a radio talk show, we have found that sending two members works best. We suggest that each have at least two years of recovery and a working knowledge of MA's Steps and Traditions. If you have any questions about appropriate content or conduct, please contact the World Service PI Trustee (publicinformation@marijuana-anonymous.org).

Television

We suggest that any member who is invited to appear on television consult the PI trustee (publicinformation@marijuana-anonymous.org) on issues regarding adherence to our Traditions. Again, special care must be exercised regarding personal anonymity.

Video Public Service Announcements. A video PSA was approved by the 2003 MAWS conference and copies can be obtained from World Services (office@marijuana-anonymous.org) for use on local TV stations or Internet.

Cable TV Community Bulletin Boards. Some local cable stations have a community bulletin board where PSAs or information about meetings might be aired.

Listings (Paper-Based)

- Newspapers: Meeting locations/times may be listed in local newspapers, in the Community section. This is often a free listing.
- Phone books: It may be useful to list your local MA district/area phone number in the white and yellow pages. Make sure the phone number is accessible through 411-directory assistance. (Depending on your local phone company these listings may or may not be free).
- Resource Directories: PI committees may request that MA's phone number be listed in the directories of drug abuse prevention organizations, city and state social service agencies, other 12-Step programs and self-help groups.

Mass Mailings (Paper or E-Mail)

To whom do we Send Mailings?

Mass mailings can be sent to individuals and organizations such as:

- Schools, Colleges and Universities (public and private)
- Psychologists, Psychiatrists, MFCCs, Drug Counselors, etc.
- Treatment Centers and Rehabs
- Medical Doctors
- Employee Assistance Programs
- Police, drug courts, probation and parole officers
- "Court Card" Programs
- Clergy
- Community and Teen Centers
- Veterans Administration Hospitals and Centers

What do we Send Out?

Mailings should be tailored to include material that will be most useful to the recipient. Some examples of mass mailing contents:

- Cover letter to Service Providers (see sample at end of chapter)
- Meeting Schedule
- Flyers
- Suggested pamphlets and hand-outs:
    - "Introduction to MA"
    - "For the Newcomer"
    - "Why MA?"
    - "Sharing our Experience, Strength and Hope"
    - "12 Questions of Marijuana Anonymous"

How do we Send Paper Mailings?

The simplest way is by first class mail. If a large mailing is desired, a district/area may consider getting a bulk mail permit which allows a non-profit organization, like MA, better rates. Contact your local post office for details.

It is also a good idea to create a log of mass mailings: what was sent out, to whom and when. This can be used to help the current PI Chair in determining any future course of action, as well as to ensure continuity when a new Chair is elected.

FOLLOW-UP is an essential aspect of PI outreach.

Where do we Obtain Addresses?

There are many sources of information from which you can get names and addresses for your mailing:

- Internet Search Engines
- Phone book
- Library
- Resource Directories: These publications may have names and addresses of psychological professionals, counselors, treatment centers, etc.
- Courts: They may have listings of "Court Card" programs.
- Mailing Lists: This is a more costly way to get addresses. However, mailing list companies can tailor a mailing list by zip code, by profession and by size. Mailing list prices may be offset by purchasing a list and splitting the cost with a nearby district or area.

A few last suggestions:

- Whenever you are working on a PI project, check that all information, including literature, meeting schedules and phone numbers are current.
- Remember: **FOLLOW-UP** is an essential aspect of all PI outreach!
- Some districts are located in the same general area covered by the same radio and television stations and/or newspapers. These districts may choose to work together to share costs and to eliminate duplication of efforts. Inter-district cooperation can also be used as means of assisting nearby districts that are struggling with their PI programs.

Area Offices: Suggested Terms—Qualifications—Responsibilities

District PI Coordinator

The District PI Coordinator is elected by the local DSC members.

Term: One year. Limit: 2 Terms.

Qualifications: It is suggested that the District PI Coordinator have one year of continuous abstinence from marijuana and all mind-altering substances, including alcohol and six months of active PI Committee participation.

Responsibilities: The District PI Coordinator will perform the following tasks:

- Be responsible for coordination of all PI activities in his or her area.
- Serve as a filter for local problems and engage in a limited public relations capacity within his or her area.
- Conduct regularly scheduled meetings and be responsible for the formation of subcommittees to assist with PI activities.
- Establish and maintain inter-district communication.

The mechanics of setting up an area program are optional with one exception:

- All public Information work should be guided by our Twelve Traditions.

MAWS PI Committee Chair/Trustee

The MAWS PI Committee Chair/Trustee is elected/appointed at the annual MAWS Conference.

Responsibilities: The MAWS PI Committee Chair/Trustee will perform the following tasks:

- Be responsible for coordinating all PI Committee activities.
- Personally handle, together with the H&I Chair/Trustee, all public relations contact involving policy matters and/or interpretation at the public level.
- Handle all matters affecting the PI Committee in connection with Marijuana Anonymous.
- Be responsible for correspondence within the committee involving policy matters.
- Designate (as needed) one or more persons to act on his or her behalf or on the behalf of the committee.

Public Service Announcements (PSAs)

To be sent with a letter or by e-mail, introducing Marijuana Anonymous and explaining what MA is (non-profit, no dues or fees, etc.). Include the name of MA's local contact person. Give the "Release Date" (whatever the date is) and the "Cancel Date" ("Until Further Notice" is acceptable if no date is wanted).

Examples:

15 Seconds:

- If you've tried to stop using marijuana, but keep going back to it, there is help. Marijuana Anonymous is a group dedicated to drug-free living. There are no fees, so call 800-766-6779 for the time and location of the nearest meeting.

15 Seconds:

- If you are addicted to marijuana and would like to quit, call Marijuana Anonymous. This Twelve Step program is specifically for marijuana abusers. It is free, so call now for the time and location for a meeting nearest you. 800-766-6779.

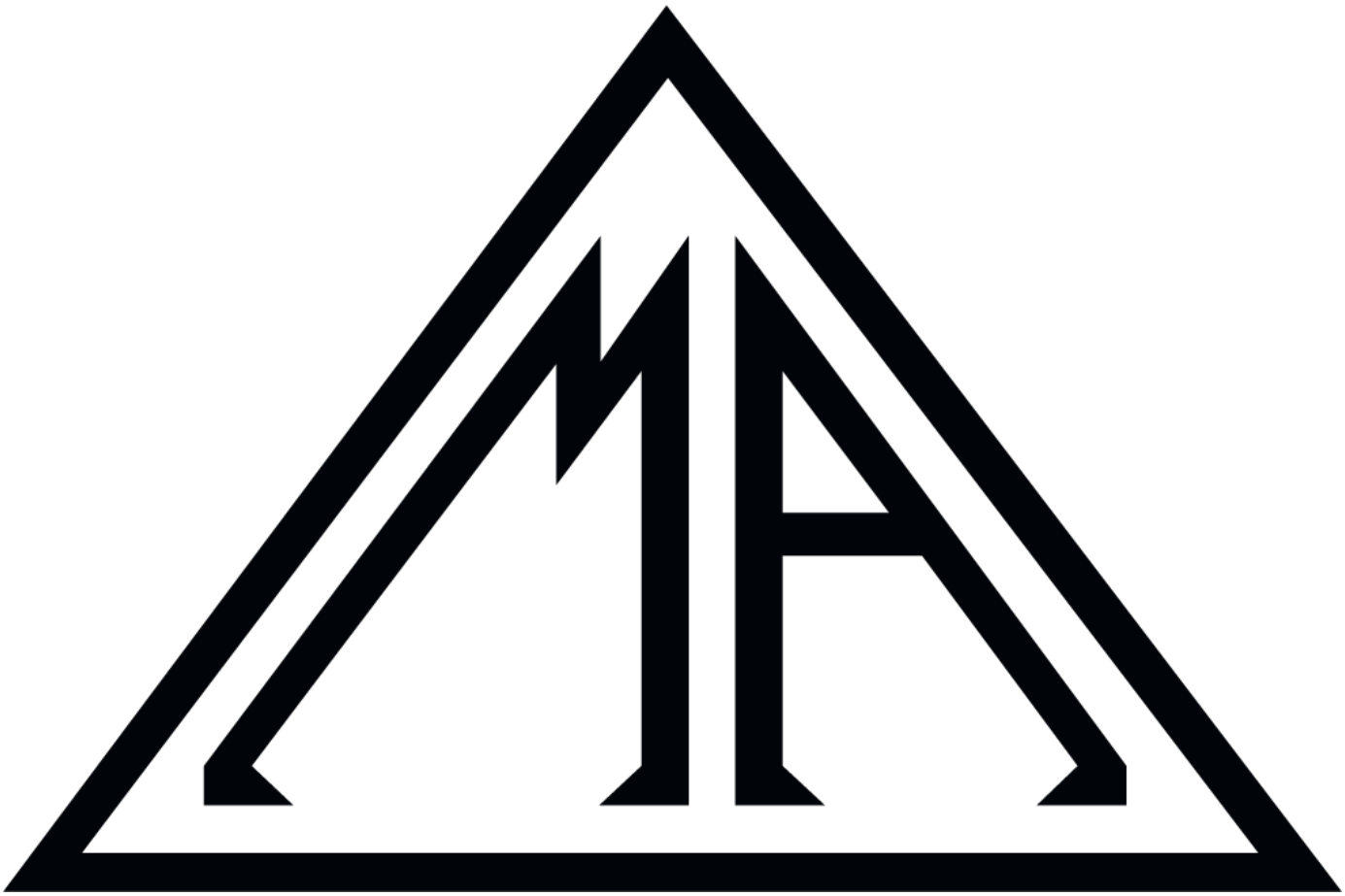
30 Seconds:

- Is your marijuana use affecting your life? Many people have found marijuana to be a powerful addictive drug. If you would like to stop using, there is hope. Call Marijuana Anonymous at 800-766-6779 to find help. A new way of life is possible with the support of a Twelve Step group. Call for the time and location of the Marijuana Anonymous meeting nearest you at 800-766-6779.

Additional PSAs (Adopted by the 2005 Conference)

- What is Marijuana Anonymous? We are a group of men and women who have lost the ability to control our marijuana use and have problems that relate directly or indirectly to marijuana. We share experience, strength and hope with each other so that we can recover from our addiction to marijuana as well as help others recover. Contact Marijuana Anonymous at www.marijuana-anonymous.org or 800-766-6779.
- If you find it difficult to control your marijuana use, if you think about using marijuana even when you are not, or if you have broken promises to yourself or others about limiting or stopping your use, you MAY be an addict. ONLY you can decide. Contact Marijuana Anonymous at www.marijuana-anonymous.org or 800-766-6779.

- Do you ever get high alone? Do you smoke marijuana to avoid dealing with your problems? Do you smoke pot to cope with your feelings? If you answered yes to one or more of these questions, you MAY have a problem with pot. Contact Marijuana Anonymous at www.marijuana-anonymous.org or 800-766-6779.
- Have you ever failed to keep promises you made about cutting down or controlling your dope smoking? When your stash is nearly empty, do you feel anxious or worried about how to get more? Have friends or relatives ever complained about your pot smoking damaging your relationship with them? If you answered yes to one or more of these questions, you MAY have a problem with pot. Contact Marijuana Anonymous at www.marijuana-anonymous.org or 800-766-6779.
- Ever asked yourself… "Could I be addicted to marijuana?" This is a serious question and a very common one. Marijuana Anonymous is a 12-Step fellowship offering a solution for those who choose to come to terms with the nature of their problem. If you find it difficult to control your pot smoking, if you think about it even when you're not using, or if you've broken promises about limiting or stopping your smoking, you MAY be an addict. ONLY YOU can discover the truth. No one in Marijuana Anonymous will decide for you. One thing is certain. You're NOT alone! Reach out and contact Marijuana Anonymous at www.marijuana-anonymous.org or 800-766-6779.
- Do you think you might be addicted to marijuana? Marijuana Anonymous has _____ meetings per week in the _____ area. Call 800-766-6779 or visit www.marijuana-anonymous.org for more information.



MEETING

HAS
SMOKING POT
STOPPED BEING FUN?

MARIJUANA ANONYMOUS IS A
12 STEP PROGRAM FOR PEOPLE
WHO THINK THEY MIGHT HAVE
A PROBLEM WITH POT.

www.marijuana-anonymous.org
Phone ___ - ____

marijuana-anonymous.org
Phone ___ - ____

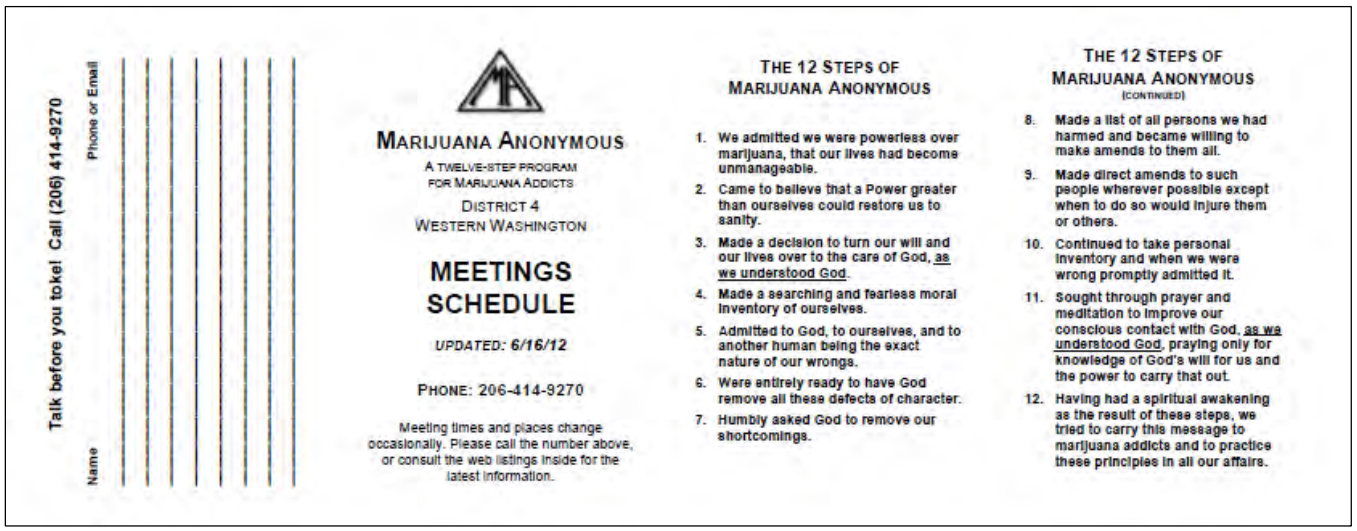
HAS
SMOKING POT
STOPPED BEING FUN?

MARIJUANA ANONYMOUS IS A
12 STEP PROGRAM FOR PEOPLE
WHO THINK THEY MIGHT HAVE
A PROBLEM WITH POT.

www.marijuana-anonymous.org
Phone ___ - ____

marijuana-anonymous.org
Phone ___ - ____

NOTE: This is a preview of the flier available in our File Repository:
https://www.marijuana-anonymous.org/service/file-repository/Motion-4-Archive/Public-Information/



Talk before you take! Call (206) 414-9270

Phone or Email

Name

MARIJUANA ANONYMOUS

A TWELVE-STEP PROGRAM FOR MARIJUANA ADDICTS

DISTRICT 4

WESTERN WASHINGTON

MEETINGS SCHEDULE

UPDATED: 6/16/12

PHONE: 206-414-9270

Meeting times and places change occasionally. Please call the number above, or consult the web listings inside for the latest information.

THE 12 STEPS OF MARIJUANA ANONYMOUS

1. We admitted we were powerless over marijuana, that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God, as we understood God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our shortcomings.

THE 12 STEPS OF MARIJUANA ANONYMOUS (CONTINUED)

8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood God, praying only for knowledge of God's will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to marijuana addicts and to practice these principles in all our affairs.

Western Washington Land Meetings

Legend

C – closed meeting, addicts only
O – open meeting
M – men only meeting W – women only meeting
W/A – wheelchair accessible
Bus - 36, 111; LR (light rail) – nearest transit route(s)

All meetings are non-smoking.

Seattle

Sunday – 7:30 PM – C
"How the West Was Won", Uptown Espresso (West Seattle), 3845 Delridge Way SW, Bus- 120, 125

Monday – 7:30-8:30 PM – O, W/A
"Peace On The Hill", Capitol Hill Presbyterian Church, Karl Kay Room, 1729 Harvard Ave., Bus - 10, 11, 49

Tuesday – 8:00 PM – M, O
"C.O.U.G.H. Men's Meeting", Fremont Baptist Church, rm. 301, 717 N. 36th St., Bus - 26, 28

Seattle (cont'd)

Wednesday – 7:30 PM – W, C *(New!!)*
"Serenity Sisters", Fremont Baptist Church, rm. 301, 717 N. 36th St., Bus - 26, 28

Thursday – 12:15 PM – O
"High Noon", Tully's Coffee Conference Center, Westlake Center, 5th Ave & Olive Way, Bus – (any route to downtown Seattle), LR

Friday – 7:30 PM – O
"Beyond Human Aid", St. Paul's United Church, Room 2, 6512 12th Ave NW, Bus - 15,28

Saturday – 7:30 PM – O
"Talk, Talk, Pass", Fremont Baptist Church, rm. 304 *(Speaker Meeting last Saturday each month, rm.300)*, 717 N. 36th St., Bus – 26, 28

Auburn

Saturday – 3:00 PM – O, W/A *(New!!)*
"Keep Off the Grass", Reality Center, 4435 A St. Suite C, Bus – 180

Bellevue

Monday – 7:30 PM – O
"Chronic Serenity",

Thursday – 7:30 PM – O *(New!!)*
"Nip It in the Bud"
Alano Club of the Eastside, 12302 NE 8th St., Bus – B

Everett

Tuesday *(New!!)* and Friday – 7:00 PM – O, W/A "Last Puff", Providence Hosp., Monte Cristo Rm., 916 Pacific Ave., Bus – ET 25

Renton

Wednesday – 7:00 PM - O
"Wednesday Night Weed Heads", Lakeside-Milam Recovery Center, 1000 SW 7th St., # B, Bus – 140

Vashon Island

Friday – 7:00 PM – O
"Vashon Island Meeting", Vashon Presbyterian Church, 17708 Vashon Highway SW, Bus (54, 560, 875) 118

Woodinville

Saturday – 11:00 AM – O
"Happy, Joyous, and Free", Woodinville Community Church, 17110 140th Ave. NE, Bus – 236

District Service Committee (DSC) Meeting

3rd Thursday each month - 7:30 PM, Seattle - Fremont Baptist Church, 717 N. 36th St., Bus – 26, 28

Online Meetings

www.ma-online.org/schedule.html

Websites

www.madistrict4.org – MA Seattle & Western Washington

www.marijuana-anonymous.org – MA World Services (MAWS)

NOTE: This is an example of a wallet-size folded brochure utilized by District 4 in 2012.

Sample Cover Letter to Service Providers

Marijuana Anonymous World Services
340 S Lemon Ave # 9420, Walnut, California 91789-2706

Month XX, XXXX
Addressee
[Insert addresses / emails sent to, appropriate entities]

Dear Colleague,

I serve as the Public Information Chair/Trustee (or on the Publication Committee) for Marijuana Anonymous District/Meeting/World Services (MAWS). I reach out to you on behalf of Marijuana Anonymous, a fellowship of men and women dedicated to helping those who are addicted to marijuana and who seek to recover from that addiction.

Marijuana Anonymous was formed in June 1989 on the twelve-step model of Alcoholics Anonymous. While MA offers roughly 275 in-person meetings in 11 countries each week, we are not widely known within the medical community, or by society at large.

We have no opinion on any outside issues – such as issues of legalization, or the relative effectiveness or appropriateness of marijuana as a medicine. We are simply here to help those who have become addicted to or dependent upon marijuana, and who wish to recover from that condition.

We would invite you to visit our website, https://www.marijuana-anonymous.org/, for some background on our fellowship, and some idea of how we are of service to those who suffer from this addiction. Most of our literature is available for downloading at no cost. I would also be pleased to send you any literature which you might find to be of assistance to you, such as local meeting schedules. We also welcome your visit to any of our open meetings to get a feeling for our fellowship.

We know that the existence of Marijuana Anonymous as a resource might not fit into every story about marijuana use, addiction or dependency. When it is appropriate, we invite you to mention our fellowship, or to turn to us if we are able to be of assistance in any other manner which is consistent with our Traditions.

I would be pleased to speak with you at your convenience should you have any questions or other needs. Thank you for taking the time to consider this letter, and to get to know a bit more about Marijuana Anonymous.

Respectfully yours,

Name Initial., Public Information Chair/Trustee
District # / Meeting Name / Marijuana Anonymous World Services
Phone | Email
www.marijuana-anonymous.org / District Website

Appendix 3—MA Literature Translation Handbook

SUGGESTED GUIDELINES



Conference Approved 2013

Introduction

As Marijuana Anonymous expands its membership globally, we are faced with a concern about the translation of our literature. Some other 12-Step groups have experienced substantial difficulties in carrying the message in non-English speaking regions using translations of their own 12-Step literature. Most addicts in such regions are not getting the message because of poor translations. Uncommon expressions and poor choice of vocabulary, unduly influenced by the original language, make it difficult for addicts to read and understand the translated materials and thus difficult to practice the Steps as set forth in the literature. Accurate, culturally appropriate and readable translations are necessary to allow for the successful carrying of the message.

In our effort to carry the message of Marijuana Anonymous internationally, how do we evaluate and approve translated MA literature? Most Conference voting members neither speak, nor have any familiarity with the target language. How do we know that the translation doesn't, in some way, change the meaning of the Steps or Traditions? And is it sufficiently clear to encourage addicts in that language region to read the materials and have a greater understanding of a path to recovery?

How do we account for differences in cultures and the way those differences may affect how the literature is understood while acknowledging and accepting that different cultures may have unique ways of carrying the message?

To deal with these concerns we suggest creation of a Literature Translation Committee (LTC) in any region requesting a translation of MA literature. The LTC would adhere to the following guidelines which should assist in assuring the production of a good quality translation. We further suggest that each LTC submit certifications that they followed these guidelines when submitting their draft translations for Conference approval.

Purpose

This manual serves two purposes:

1) To assist various language groups in MA with the creation of the most effective translation possible for carrying our message to marijuana addicts outside of English speaking regions, so that they have an opportunity to recover in their own language and culture, and
2) To help those wishing to translate MA literature go through a translation process that would expedite Conference approval.

Keep in mind that this manual is to be used as a guide.

How to Start the Translation Process

Literature Translation Committee

A district or a language group shall develop a Literature Translation Committee (LTC).

LTC shall be composed of minimum three MA members, including at least one who is conversant in both English and the target language. LTC's primary role is to coordinate the translation process, to choose the chief translator, using a Blind Bidding, to review and proofread the translation, submit it to the Conference for approval and to publish it. LTC members shall:

1) Be native speakers (or equivalent) of the target language. A native speaker will be more apt to easily recognize sentences, which may be grammatically correct but sound awkward and clumsy in the target language.
3) Be two years clean and sober (abstinence from marijuana and all other mind-altering substances, including alcohol) or more.
4) Have worked all 12 Steps and be familiar with the 12 Traditions.
5) Have Internet access and basic knowledge of Microsoft Word and Excel.
6) Be familiar with the current language and culture.
7) Be willing to work with other reviewers and the translator(s).

Blind Bidding

1) LTC shall solicit translators for MA literature translation within/out of MA groups. Suggested requirements for the candidate translators include:

a) Minimum 2 years clean and sober
b) Have worked all 12 steps and are familiar with the 12 traditions
c) Have access to resources to consult with regarding any translation issues

2) LTC asks candidates to submit a sample translation, a page from the material.
3) LTC reviews/evaluate sample translations without identifying the translator.
4) LTC votes for the best translation based on the reviewer's guidelines.
5) LTC shall ask the winner of the blind bidding to start translating.

Translation Reminder

Basic:

Tradition Five states our primary purpose is "to carry its message to the marijuana addict who still suffers." A translator carries the message by translating the literature faithfully but without sacrificing the meaning of the content.

Translator must always remember:

- to translate accurately and completely.
- to translate the meaning of the content, not word for word;
- to use the language, expression and the structure that make sense in the target language;
- to make the translation easy to understand for an average addict;

Additional Points to Remember:

- Conveying the meaning of the content, you should:
  - Be faithful to the meaning of the content, rather than to the definition of the word.
  - Understand the meaning of the content clearly.
  - Have completed working all 12 Steps and have a good comprehension of all 12 Traditions.
  - Have resources (human & references) to consult with any translation issues.
- Translating in a way that makes sense in the target language:
  - Remember certain expressions in English, such as idioms, do not translate well unless you use an equivalent expression in the target language.

  - If the equivalent expression does not exist, the meaning of the idiom must be conveyed.
  - Make sure the words you're using have a standard definition rather than a region-specific meaning.
  - You may need to exchange the subject with the object of the sentence.
  - You may need to delete the subject of the sentence when appropriate.
- Translation that is easy to read:
  - Writing style should be equivalent or similar to the original and must be consistent throughout the text.
  - Choose the words in the same register (class/level). When you use different register words in the same sentence, it sounds very awkward to native speakers.
  - Words you use must be culturally appropriate: cf. "crazy" vs. "insane"
  - You may use a glossary to maintain the consistency, except when meaning of the content calls for a different translation of the word(s).
- Flow of the language: A translated document should read as though it was written in the target language. In order to keep a better language flow, you may consider the following when appropriate:
  - Putting two or more short sentences together;
  - Breaking a long sentence into two or more;
  - Inserting a conjunction between sentences;
  - Changing the voice of the sentence from active to passive or vice versa
  - Changing a positive sentence to a negative one or vice versa.

Translation Process

1) Read the entire chapter/pamphlet once and get a general idea of the content;
2) Decide what writing style you'll be using and be consistent;
3) Translate the entire chapter/pamphlet, compiling key words for the glossary;
4) Consult both English and Target dictionaries and monolingual English dictionaries;
5) To clarify the meaning of the content, consult with English speaking MA members with substantial time in recovery and who are familiar with the 12 steps and 12 traditions;
6) Review your draft with the following points in mind:
   - Did you convey the meaning of the sentence, not word for word?

- Did you use the proper writing style? Was it consistent?
- Did you overlook idiomatic expressions?
- Does it make sense as you read it?
- Is it awkward to read/listen to as you read it out loud?
- Did you use different register words in the same sentence?
- Did you use standard, not a region-specific, definition of the word?
- Did you use culturally appropriate words/expressions?
- Did you use the glossary? Was the translation of the key word/writing style consistent?
- Were any sentences too long?
- Were there any redundant words, particles, conjunctions, etc.?
- Does it have a good flow?

7) Finalize the glossary and submit it with the draft to the LTC.

Reviewer's Reminder

Basic:

Tradition Five states our primary purpose is "to carry its message to the addict who still suffers". The translated literature must "carry the message", i.e. the meaning of the content must be conveyed. In order to facilitate the carrying of the message, the translation must be faithful to the original, but at the same time easy to read and understand for average addicts in the region. It must also be culturally appropriate.

Reviewer's task is to:

1) Look for typographical and grammatical mistakes and missing lines/paragraph(s).
2) Correct formatting /layout based on the original text.
3) Make modifications to correct awkward or incorrect language usage.
4) However, it's not the reviewers' job to rewrite or improve the text.
5) Consult and work with the translator(s)

Points to Remember:

- Typographical errors
    - Wrong spelling, missing letter(s), wrong character for the word, etc.
    - Punctuation not consistent with the current language publication standards.
- Grammatical errors

  - Each language group shall develop check points based on their language standards.
  - Missing lines/titles/paragraphs/subheadings/footnotes
- Quotations
  - Verify that quotations are accurately quoted. They should match any existing translation of the source text.

Corrections

Corrections are made, not to show off your translation skill, but to make the translation easier to read and to understand. Any conflict between the reviewers and translators should be discussed between them, with the goal of coming to an agreement on the language to be used.

Conveying the meaning of the content: Check the following:

1) As you read it, does it make sense to you in the target language?
2) Were you able to clearly understand the content?
3) Can you make the sentence easier to understand by changing the syntax:
   a) by exchanging the subject with the object?
   b) by changing an adjective to an adverb or vice versa?
   c) by dividing a long sentence into two or more?
   d) by changing a noun to a verb or vice versa?

Flow of the language: Check the following:

1) As you read it, does it have a good flow of the target language?
2) Does it sound awkward as you read it out loud?
3) Can you make the flow better by changing the syntax:
   a) by changing the sentence from positive to negative or vice versa?
   b) by changing the voice from active to passive or vice versa?
   c) by putting two short sentences together?
   d) by dividing a long sentence into two or more?
4) Does it have a better flow if you insert an appropriate conjunction between sentences?

Formatting/layout: Check the following:

1) Is the font size/type/style consistent with the original for the titles and the text?
2) Does indentation of each paragraph match the original?
3) Is the page number in the same position on every page? Is it in sequence?
4) Is there any extra space or missing space?

Modifications

1) Once you have identified the issues, make modifications (suggested translation).
2) You can either use the Track Changes function on the Review tab of the Microsoft Word or simply strike through the original words/phrases and insert the modification next to it in a different color font or in Italic or in Bold. Either way, it's a good idea to keep track of changes.
3) In order to keep the flow and style of the original translation, corrections should be made as few as possible.

Back Translation

Back translation is a very time consuming work, usually used to verify the accuracy and completeness of a legal or medical translation.

If you choose to do the back translation of your final draft:

1) Limit only to the phrases that are ambiguous or the ones that you are not certain of if you have translated accurately.
2) Make sure there is no contact between the original translator and the back translator. The latter should be able to understand the context without the explanation by the former.
3) Again, it is the meaning of the content that should be translated, not the word for word translation.

Working Conditions and Environment

Tired eyes and brains can easily miss errors and cause mistakes.

Take a break every few hours so that you are more refreshed and alert to find errors.

Make your desk, chair and light the most comfortable for you to work on.

Watch out for other factors such as noise level, room temperature, etc.

Certification Statements

The following are suggested certification statement to be filled out by the translator(s) and reviewers.

Translator's statement:

I, _____, hereby certify that I am a native (*Target language*) speaker (or equivalent) and conversant in both the English and (*Target language*) languages; I have translated (*Title of work*) from English into (*Target language*), abiding by the MA Translator's Guidelines. The foregoing is a true and correct translation to the best of my knowledge.

Date:_____ Signature:_____

Reviewer's statement:

I, _____, hereby certify that I am a native (*Target language*) speaker (or equivalent) and conversant in both the English and (*Target language*) languages; I have reviewed the translation of (*Title of Work*) translated by (*Translator's name*), abiding by the MA Reviewer's Guidelines. The foregoing is a true and correct translation to the best of my knowledge.

Date:_____ Signature:_____

Appendix 4—Suggested Meeting Formats, Spanish

Sugerido Formato de Reunión—Página 1—Cualquier Tipo de Reunión

(LÍDER) Bienvenidos, esta es la reunión de participación regular del _____ de Marihuana Anónimo. Me llamo _____ y soy adicto a la marihuana.

Iniciemos la reunión con un momento de silencio seguido por la **ORACIÓN PARA LA SERENIDAD**

Dios, cédame la serenidad de aceptar
las cosas que no puedo cambiar,
el valor de cambiar las que puedo,
y la sabiduría de reconocer la diferencia

(PREÁMBULO) Marihuana Anónimo es un compañerismo de hombres y mujeres donde compartimos nuestra experiencia, fortaleza, y esperanza para resolver el problema que tenemos en común y ayudamos a otros a recuperarse de la adicción a la marihuana. El único requisito para ser miembro es el deseo de dejar de usar la marihuana. No hay honorarios ni cuotas de entrada. Nos mantenemos a través de nuestras propias contribuciones. MA no está afiliado con ninguna institución u organización religiosa o secular y no tiene opinión acerca de cualesquiera controversias o causas. Nuestro propósito central es de mantenerse libre de la marihuana y de ayudar al adicto a marihuana que sufre todavía lograr la misma libertad. Podemos hacerlo practicando nuestros recomendados doce pasos de recuperación y estando guiado como un grupo por nuestras doce tradiciones.

Esta es una reunión sin interferencias. La interferencia es definida como: haciendo preguntas o comentarios, sea positivo o negativo, a cualquier persona, dando consejo, interrumpiendo, conversaciones apartes, perturbando o siendo irrespetuoso en cualquier momento durante la reunión. Sin embargo, te animamos que hables con otros y hagas preguntas después de la reunión. Estas pautas se sugieren para que todos puedan sentirse cómodo y seguro al compartir.

¿QUIÉN ES UN ADICTO A LA MARIHUANA?
Nosotros que somos adictos a la marihuana podemos contestar esta pregunta. ¡La marihuana gobierna nuestras vidas! Perdimos interés en todo lo demás; nuestros sueños se quiebran. La nuestra es una enfermedad progresiva, con frecuencia llevándonos a la adicción a otras drogas, inclusivo el alcohol. La marihuana es el punto central de nuestras vidas, de nuestra forma de pensar, y de nuestros deseos—como se la compra, como se la vende y como se logra estar colocado. Como está declarado en nuestra tercera tradición, el único requisito para ser miembro es el deseo de dejar de usar la marihuana. Esto es para adherir al concepto de "resolución de propósito", pero mucho de nosotros hemos descubierto que la única manera de mantenernos sobrio es abstenerse de toda clase de drogas que afectan la mente y el humor, incluyendo el alcohol.

Marihuana Anónimo utiliza los Doce Pasos básicos de la Recuperación establecidos por Alcohólicos Anónimos, porque se ha probado que el programa de Doce Pasos de Recuperación es eficaz. ¿Alguien tiene el gusto de leer los Doce Pasos y "Como funcionan los pasos"? **(SE LEE "COMO FUNCIONAN LOS PASOS")**

Sugerido Formato De Reunión—Página 2—Participación, Sin Descanso

En este momento damos fichas por varios tiempos sin uso de marihuana, alcohol, y todos los otros químicos que afectan la mente y el humor. ¿Hay alguien aquí que le gustaría tomar una ficha de Bienvenida? ¿Alguien con 30 días de sobriedad continua?... ¿60 días?... ¿90 días?... ¿6 meses?... ¿9 meses?... ¿18 meses?

Para cada 365 días de sobriedad continua, damos un pastel con una vela para cada año de sobriedad continua. ¿Tenemos pasteles esta noche?

Si su cumpleaños está acercándose, por favor dejen saber al secretario una o dos semanas antes, para poder tener un pastel para usted en esta reunión.

Como no hay descanso, sírvanse bebidas pero por favor háganlo calladamente.

Por favor recuerden que el anonimato es la base de este programa y que lo que se dice aquí no debe salir de este cuarto.

(LÍDER CALIFICA POR _____ MINUTOS)

Es costumbre leer las Doce Tradiciones y mientras _____ lee las Doce Tradiciones de

MARIHUANA ANÓNIMA vamos a mantener la séptima. Mientras la canasta está pasando, recuerden que aunque no tenemos honorarios ni cuotas de entrada, somos orgullosamente independientes económicamente a través de nuestras contribuciones. La gente nueva no deben de sentirse obligado contribuir, otros tienen el privilegio de hacerlo. Una donación de 2 o más dólares es aconsejada, este dinero ayuda a cubrir alquiler, fotocopias, y otros gastos.

(LA CANASTA SE PASA Y LAS 12 TRADICIONES SE LEEN)

Esta es una reunión de participación de **MARIHUANA ANÓNIMO**. Si usted ha consumido marihuana o cualquier otra droga que afectan la mente dentro de las últimas 24 horas, le pedimos que solamente escuches y hable con alguien después de la reunión. Por favor mantenga su participación acerca de 5 minutos para que todos tengan oportunidad de compartir. Cuando usted oye golpear, por favor de concluir. ¿Quién le gustaría comenzar?

(10 MINUTOS ANTES DE CERRAR LA REUNIÓN) Nuestro tiempo se ha acabado. Me gustaría agradecerlos por participar en nuestra reunión. Si alguien tiene cualquier pregunta que no fue contestada, o si usted siente la necesidad de compartir, por favor preséntese a alguien después de la reunión y cambie números de teléfono. Todos estamos aquí para ayudar. Si usted no puede asistir a una reunión, MA tiene reuniones en línea. Visita la página de MA en el internet. Este es el tiempo para los Informes del Secretario.

(DESPUÉS DE LOS INFORMES DE LA REUNIÓN) Me gustaría cerrar la reunión con _____ leyendo el paso de su opción y después de un momento de silencio para el adicto que todavía sufre, dirigiéndonos en la oración de su opción.

Approved for Starter Kits—MAWS Conference May 1991
Aprobado para equipo de iniciación—Conferencia de MAWS, Mayo 1991

Sugerido Formato De Reunión—Página 2—Orador, Con Descanso

En este momento damos fichas por varios tiempos sin uso de marihuana, alcohol, y todos los otros químicos que afectan la mente y el humor. ¿Hay alguien aquí que le gustaría tomar una ficha de Bienvenida? ¿Alguien con 30 días de sobriedad continua?... ¿60 días?... ¿90 días?... ¿6 meses?... ¿9 meses?... ¿18 meses?

Para cada 365 días de sobriedad continua, damos un pastel con una vela para cada año de sobriedad continua. ¿Tenemos pasteles esta noche?

Si su cumpleaños está acercándose, por favor dejen saber al secretario una o dos semanas antes, para poder tener un pastel para usted en esta reunión.

Por favor recuerden que el anonimato es la base de este programa y que lo que se dice aquí no debe salir de este cuarto. Nuestro orador esta noche es _____.

LÍDER CALIFICA POR _____ MINUTOS

Gracias _____. Ahora hay un descanso de cinco minutos.

DESPUÉS DEL DESCANSO

Es costumbre leer las Doce Tradiciones y mientras _____ lee las Doce Tradiciones de

MARIHUANA ANÓNIMA vamos a mantener la séptima. Mientras la canasta está pasando, recuerden que aunque no tenemos honorarios ni cuotas de entrada, somos orgullosamente independientes económicamente a través de nuestras contribuciones. La gente nueva no deben de sentirse obligado contribuir, otros tienen el privilegio de hacerlo. Una donación de 2 o más dólares es aconsejada, este dinero ayuda a cubrir alquiler, fotocopias, y otros gastos.

LA CANASTA SE PASA Y LAS 12 TRADICIONES SE LEEN

Esta es una reunión de participación de **MARIHUANA ANÓNIMO**. Si usted ha consumido marihuana o cualquier otra droga que afectan la mente dentro de las últimas 24 horas, le pedimos que solamente escuches y hable con alguien después de la reunión. Por favor mantenga su participación acerca de 5 minutos para que todos tengan oportunidad de compartir. Cuando usted oye golpear, por favor de concluir. ¿Quién le gustaría comenzar?

10 MINUTOS ANTES DE CERRAR LA REUNIÓN

Nuestro tiempo se ha acabado. Me gustaría agradecerlos por participar en nuestra reunión. Si alguien tiene cualquier pregunta que no fue contestada, o si usted siente la necesidad de compartir, por favor preséntese a alguien después de la reunión y cambie números de teléfono. Todos estamos aquí para ayudar. Si usted no puede asistir a una reunión, MA tiene reuniones en línea. Visita la página de MA en el internet. Este es el tiempo para los Informes del Secretario.

DESPUÉS DE LOS INFORMES DE LA REUNIÓN

Me gustaría cerrar la reunión con _____ leyendo el paso de su opción y después de un momento de silencio para el adicto que todavía sufre, dirigiéndonos en la oración de su opción.

Sugerido Formato De Reunión—Página 2—Tema, Con Descanso

En este momento damos fichas por varios tiempos sin uso de marihuana, alcohol, y todos los otros químicos que afectan la mente y el humor. ¿Hay alguien aquí que le gustaría tomar una ficha de Bienvenida? ¿Alguien con 30 días de sobriedad continua?... ¿60 días?... ¿90 días?... ¿6 meses?... ¿9 meses?... ¿18 meses?

Para cada 365 días de sobriedad continua, damos un pastel con una vela para cada año de sobriedad continua. ¿Tenemos pasteles esta noche?

Si su cumpleaños esta acercándose, por favor dejen saber al secretario una o dos semanas antes, para poder tener un pastel para usted en esta reunión.

Por favor recuerden que el anonimato es la base de este programa y que lo que se dice aquí no debe salir de este cuarto.

(LÍDER CALIFICA POR _____ MINUTOS)

Gracias _____. Ahora hay un descanso de cinco minutos.

(DESPUÉS DEL DESCANSO) Es costumbre leer las Doce Tradiciones y mientras _____ lee las Doce Tradiciones de

MARIHUANA ANÓNIMA vamos a mantener la séptima. Mientras la canasta está pasando, recuerden que aunque no tenemos honorarios ni cuotas de entrada, somos orgullosamente independientes económicamente a través de nuestras contribuciones. La gente nueva no deben de sentirse obligado contribuir, otros tienen el privilegio de hacerlo. Una donación de 2 o más dólares es aconsejada, este dinero ayuda a cubrir alquiler, fotocopias, y otros gastos.

(LA CANASTA SE PASA Y LAS 12 TRADICIONES SE LEEN)

Esta es una reunión de participación de **MARIHUANA ANÓNIMA**. Si usted ha consumido marihuana o cualquier otra droga que afectan la mente dentro de las últimas 24 horas, le pedimos que solamente escuches y hable con alguien después de la reunión. Por favor mantenga su participación acerca de 5 minutos para que todos tengan oportunidad de compartir. Cuando usted oye golpear, por favor de concluir. ¿Quién le gustaría comenzar?

(10 MINUTOS ANTES DE CERAR LA REUNIÓN) Nuestro tiempo se ha acabado. Me gustaría agradecerlos por participar en nuestra reunión. Si alguien tiene cualquier pregunta que no fue contestada, o si usted siente la necesidad de compartir, por favor preséntese a alguien después de la reunión y cambie números de teléfono. Todos estamos aquí para ayudar. Si usted no puede asistir a una reunión, MA tiene reuniones en línea. Visita la página de MA en el internet. Este es el tiempo para los Informes del Secretario.

(DESPUÉS DE LOS INFORMES DE LA REUNIÓN) Me gustaría cerrar la reunión con _____ leyendo el paso de su opción y después de un momento de silencio para el adicto que todavía sufre, dirigiéndonos en la oración de su opción.

Marihuana Anónimo
Como Funcionan los Pasos

Es esencial a nuestra recuperación que tenemos la costumbre de ser rigurosamente honesto, que mantenemos nuestros corazones y mentes abiertos, y que estamos dispuestos de hacer todo lo posible para obtener un despertar espiritual.

Nuestras ideas y costumbres de vivir ya no funcionan para nosotros. Nuestro sufrimiento nos demuestra que tenemos soltarlo por completo. Tenemos que rendirnos a un Poder superior a nosotros.

Aquí están los Pasos que tomamos, que se indican para la recuperación:

1) Admitimos que éramos impotentes ante la marihuana, que nuestras vidas se habían vuelto ingobernables.
2) Llegamos a creer que un Poder superior a nosotros mismos podía restaurarnos al sano juicio.
3) Decidimos poner nuestras voluntades y nuestras vidas al cuidado de Dios, como nosotros lo concebimos.
4) Sin miedo hicimos un minucioso inventario moral de nosotros mismos.
5) Admitimos antes Dios, antes nosotros mismos, y antes otro ser humano la naturaleza precisa de nuestros defectos.
6) Estuvimos completamente dispuestos que Dios remueve todos eso defectos de carácter.
7) Humildemente pedimos a Dios que nos liberara de nuestros fallos.
8) Hicimos una lista de todas aquellas personas a quien habíamos hecho daño y llegábamos estar dispuestos de tratar de rectificárselo todo.
9) Hicimos reparaciones directas a tales personas al extenso posible, excepto cuando se le hubiera hecho más daño a ellos o otras personas.
10) Continuamos haciendo nuestro inventario personal y cuando nos equivocábamos lo admitíamos inmediatamente.
11) Buscamos a través de la oración y la meditación mejorar nuestro contacto consciente con Dios, como nosotros lo concebimos, rezándole solamente que nos deja conocer su voluntad para nosotros y que nos dé la fortaleza para cumplirla.
12) Habiendo obtenido un despertar espiritual como resultado de estos pasos, tratamos de llevar el mensaje a los adictos de marihuana y de practicar estos principios en todos nuestros asuntos.

No sea desalentado: ninguno de nosotros es un santo. Nuestro programa no es fácil pero es sencillo. Luchamos para progresar no para ganar la perfección. Nuestras experiencias, antes y después de comenzar nuestra recuperación, nos enseñan tres ideas importantes:

- Que somos adictos a la marihuana y no podemos gobernar nuestras propias vidas;
- Que probablemente no hay poder humana que nos puede aliviar nuestra adicción; y
- Que el Poder Superior puede hacerlo y lo hará si se lo pedimos.

Registro de la Reunión

Fecha _____

Líder _____ **Orador** _____

1) Oración para empezar _____ 4) Otra Lectura _____

2) Como funciona _____ 5) Otra Lectura _____

3) Tradiciones _____ 6) Otro _____

Los Recién Llegados: _____ **La Asistencia:** _____

Anuncios Sugeridos Para El Secretario

1) Reporte del Comité de Servicio del Dist.
2) Reporte del Tesorero de la Reunión
3) Reporte de Literatura
4) Otros anuncios de MA
5) Anuncios de formatos de corte
6) Agradecer al líder, orador y ayudantes

Fichas y Cumpleaños

Recién Llegados _____

30 Días _____ 6 Meses _____

60 Días _____ 9 Meses _____

90 Días _____ 18 Meses _____

Cumpleaños _____

Registro Financiero

Ingreso

7ma Tradición.....$_____

Ventas de Literatura.....+_____

Otro.....+_____

Ingreso Total.....=_____

GASTOS

Alquile.....$_____

Comida/Café.....+_____

Provisiones.....+_____

Compra de Literatura.....+_____

Compra de Fichas.....+_____

Otro.....+_____

GASTOS TOTALES.....$_____

Saldos

Saldo Traspasado..... $ _____

Mas Ingreso+..... $ _____

Total Parcial..... = _____

Menos GASTOS..... - _____

Total parcial..... = _____

Contribuciones a DSC..... - _____

SALDO FINAL..... $ _____

SECRATARIO _____ **TESORERO** _____

Appendix 5—Suggested Meeting Format, French

Format Suggère de Réunion

(PRÉSIDENT) Bienvenue à la réunion _____ de **MARIJUANA ANONYME**. Mon nom est _____ et je suis toxicomane de la marijuana. Ouvrons la réunion avec quelques secondes de silence suivies de la **PRIÈRE DE LA SÉRÉNITÉ**.

Mon dieu, donnez-moi la sérénité
d'accepter ce que je ne peux changer,
le courage de changer les choses que je peux changer,
et la sagesse d'en connaître la différence

(PRÉAMBULE) MARIJUANA ANONYME est une association d'hommes et de femmes qui partagent entre eux leur expérience, leur force et leur espoir dans le but de résoudre leur problème commun et d'aider d'autres toxicomanes de la marijuana à se rétablir.

La seule condition requise pour devenir membre est d'avoir le désir d'arrêter de consommer de la marijuana sous toutes ses formes.

MA ne demande ni cotisation ni droit d'entrée; nous nous finançons par nos propres contributions. MA n'est associé à aucune secte, confession religieuse ou politique, à aucun organisme ou établissement, et ne désire s'engager dans aucune controverse, n'endosse et ne conteste aucune cause. Notre but premier est de demeurer abstinents et d'aider d'autres toxicomanes de la marijuana qui souffrent encore à le devenir.

Nous pouvons atteindre ce but en pratiquant nos douze étapes suggérées et en nous laissant guider en tant que groupe par nos douze traditions.

Cette réunion est une réunion sans réplique. La définition de réplique est: poser des questions ou faire des commentaires, positifs ou négatifs, donner des conseils, interrompre, avoir des conversations privées et être dérangeant ou non respectueux à quelque moment que ce soit pendant la réunion. Mais nous vous encourageons à rester pour discuter après la réunion. Ces directives vous sont suggérées afin que tous se sentent à l'aise et en sécurité lors de leur partage.

Qui est un toxicomane de la marijuana?

Nous qui sommes des toxicomanes de la marijuana connaissons la réponse à cette question. La marijuana contrôle nos vies! Nous perdons intérêt en toutes autres choses; nos rêves s'envolent en fumée. Notre maladie est progressive et nous emmène souvent vers la toxicomanie à d'autres substances, incluant l'alcool. Notre vie, nos pensées et nos désirs sont tous centrés autour de la marijuana, en trouver, en vendre et trouver des façons de rester intoxiqués. Comme il est dit dans notre troisième tradition, la seule condition requise pour devenir membre est d'avoir le désir de cesser de consommer de la marijuana sous toutes ses formes. Nous adhérons ainsi au principe « d'objectif unique » mais beaucoup d'entre nous ont découvert que la seule façon de conserver notre sobriété est de s'abstenir de consommer tous psychotropes.

MARIJUANA ANONYME emprunte aux Alcooliques Anonymes les 12 étapes fondées par eux car elles fonctionnent!

Nous avons demandé a _____ de lire « Notre Méthode. **(NOTRE MÉTHODE EST LUE)**

(JETONS) Il est maintenant le temps de donner les jetons. Ce jeton de bienvenue est un symbole de votre désir de ne pas consommer de marijuana pendant les prochaines 24 heures. Le jeton est aussi bien pour ceux qui reviennent après une rechute.

Ya-t'il quelqu'un qui voudrait prendre un jeton de bienvenue? Quelqu'un avec 30 jours de sobriété continue? 60 jours? 90 jours? 6 mois? Pour chaque année de sobriété continue nous donnons un gâteau avec une bougie représentant chaque année de sobriété. Ya-t'il des gâteaux ce soir?

Si votre anniversaire est bientôt, laissez-le savoir une ou deux semaines à l'avance au secrétaire de la réunion pour que nous ayons un gâteau pour vous.

(DISCUSSION) Cette semaine, nous… *lirons une étape* **ou** *lirons une histoire* **ou** *avons un partage*.

Ceci est une réunion discussion de **MARIJUANA ANONYME**. Nous demandons que, si vous avez consommé de la marijuana ou tout autre psychotrope dans les dernières 24 heures, vous prêtiez simplement oreille à la discussion. Nous vos encourageons à parler à quelqu'un après la réunion.

Il n'y a pas de pause dans cette réunion, servez-vous du café et autre, mais nous vous prions de le faire en silence.

Nous vous rappelons que l'anonymat est la fondation de ce programme et que tout ce qui est dit ici ne doit pas quitter cette pièce.

Si vous entendez frapper, terminez dans les plus brefs délais possibles. La discussion est maintenant ouverte, qui aimerait commencer?

(7TH TRADITION) Nous allons maintenant appliquer la 7ieme tradition qui stipule que nous devons subvenir à nos besoins.

(LA CLÔTURE DE LA RÉUNION) Notre réunion est maintenant terminée. Je tiens à remercier tous et chacun de leur participation. Si vous avez des questions ou si vous ressentez le besoin de partager, s'il-vous-plaît, présentez-vous à quelqu'un et échangez vos numéros de téléphone. Nous sommes tous ici afin d'aider comme nous avons été aidés. _____ voudriez-vous conclure la réunion avec une prière de votre choix?

Marijuana Anonyme: Notre méthode

La pratique d'une honnêteté rigoureuse, d'une ouverture de cœur et d'esprit ainsi que la volonté d'aller aussi loin que nécessaire pour vivre un éveil spirituel sont essentiels notre rétablissement.

Notre ancienne façon de vivre et nos vieilles idées ne fonctionnent plus pour nous. Notre souffrance nous démontre que nous devons lâcher prise de façon absolue. Nous nous abandonnons à une Puissance Supérieure à nous-mêmes. Voici les étapes que nous suivons et qui sont suggérées pour le rétablissement:

1) Nous avons admis que nous étions impuissants devant la marijuana, que nous avions perdu la maîtrise de nos vies.
2) Nous en sommes venus croire qu'une Puissance supérieure nous-mêmes pouvait nous rendre la raison.
3) Nous avons décidé de confier notre volonté et notre vie aux soins de Dieu tel que nous Le concevions.
4) Nous avons procédé sans crainte à un inventaire moral approfondi de nous-mêmes.
5) Nous avons admis à Dieu, à nous-mêmes et à un autre humain la nature exacte de nos torts.
6) Nous étions tout à fait prêts à ce que Dieu élimine tous ces défauts.
7) Nous Lui avons humblement demandé de faire disparaître nos défauts.
8) Nous avons dressé une liste de toutes les personnes que nous avons lésées et nous avons consenti réparer nos torts envers chacune d'elles.
9) Nous avons réparé nos torts directement envers ces personnes dans la mesure du possible, sauf lorsqu'en ce faisant, nous risquions leur nuire ou nuire d'autres.
10) Nous avons poursuivi notre inventaire personnel et promptement admis nos torts lorsque nous nous en sommes aperçus.
11) Nous avons cherché, par la prière et la méditation à améliorer notre contact conscient avec Dieu, tel que nous Le concevions, Lui demandant seulement de connaître sa volonté à notre égard et de nous donner la force de l'exécuter.
12) Ayant connu un éveil spirituel comme résultat de ces étapes, nous avons essayé de transmettre ce message d'autres toxicomanes de la marijuana et de mettre en pratique ces principes dans tous les domaines de notre vie.

Ne soyez pas découragés, aucun d'entre nous n'est un saint. Notre programme n'est pas facile, mais il est simple. Nous recherchons le progrès et non la perfection. Notre expérience avant et après le début de notre rétablissement nous a appris trois idées importantes :

- Que nous sommes des toxicomanes de la marijuana et avons perdus le contrôle de notre vie;
- Que probablement aucun pouvoir humain ne peut nous libérer de notre toxicomanie; et
- Que notre Puissance Supérieure le peut et le fera si nous La cherchons.

Appendix 6—Office Manager Job Description

Job Description and Requirements

The Office Manager for Marijuana Anonymous is a combined position which covers both World Services and A New Leaf Publications management duties.

Two years of sobriety from marijuana and all mind-altering chemicals is required.

The Office Manager must understand and work within of MA's Twelve Traditions and Twelve Concepts of Service.

MAWS Responsibilities

- Provide communications, service and information to Districts, Independent Meetings and Trustees on matters relating to World Services Business.
- Respond to requests for general information about MA, meeting location information and meeting startup information, through the 800 line, postal mail and email.
- Respond to meeting startup requests via the Online Meeting Application, track the new meeting progress and forward the new meeting information to the New Meeting Outreach Trustee on a regular basis.
- Respond to questions appropriately, per the Twelve Traditions
- Maintain the International Directory on the MAWS website
- Maintain contact information for Independent Meetings to the greatest extent possible
- Take the Minutes of the annual MAWS Conference; publish when completed
- Update the content of the Service Manual according to the instructions of the MAWS Conference

1) Check and Answer The 800 Line. The following guidelines also apply to answering requests by postal mail and email.
    a) Answer the 800 line every other day and once on the weekend.
    b) Keep a record of each phone call on the "800 Line Master Sheet" (an Excel file).
    c) Requests for information on meetings where there is a meeting within 60 miles of their location: use the appropriate Word document and paste the meeting information into the document, print it and send it by postal mail.
    d) Requests for information on meetings where there is no meeting within 60 miles of their location: use the "No Meetings Near You" Word Document (which gives

them information on the Recovery Pipeline, the pen pal service and Online meetings) and include a copy of the Info Pack.

e) Requests for information regarding starting a new meeting: follow the procedures for answering postal mail of a similar nature (very rarely is an email address given over the phone).

f) Requests from therapists or facilitators of institutions who wish to start a meeting: be careful to use the "Therapist Wishes to Start Meeting" Word document.

g) Requests for referrals to a drug treatment center: reply that the Sixth Tradition makes it impossible for us to do so.

2) Check MAWS Email on Regular Basis. Preferably no Less Than Every Other Day.

a) Send packets out to those asking for literature or info. The Info Packet includes 5 pamphlets: the Online pamphlet and the ANLP order form.

b) Most inquiries can be responded to directly. There are form letters stored as Word documents which can be cut and pasted and personalized, if necessary.

c) Most New Meeting Requests come directly to the MA Inbox via the New Meeting Application on the website. The following is the procedure for responding to these requests:

i. Upon receipt of the application, review it for completeness and make a decision as to whether to send a Starter Kit right away. If a person has more than 60 days but less than 90 days recovery, the practice is to write back and ask if they know someone who they can partner with to start a meeting. If the person has less than 60 days, recommend that they write back when they have 90 days sobriety if they still want to start a meeting. This is not to discourage applicants, but to protect their recovery, since the burden of starting a meeting can be unexpectedly heavy.

ii. Copy the contents of "I want to start a meeting ONLINE APP" Word document into the reply email and attached Part One of the Starter Kit. Attached Parts Two and Three in subsequent replies.

iii. Forward the initial reply, minus the attachment, to the New Meeting Outreach Trustee.

iv. Record the application progress in the New Meeting Record (an Excel file).

v. Update the Directory on the website, following the above steps. The Global Outreach Trustee is also notified.

d) In the case of an application which arrives at the PO Box, the following procedure applies, with the exception that, if an email address is provided, the person

inquiring is contacted by email, sent an electronic version of the New Meeting Application and told that the Online Application is available on the website. This is to expedite the process as much as possible.

i. When people ask for info to start a meeting, write back explaining that they must fill out a New Meeting Application first and they will subsequently be provided with a Starter kit. There is a form letter for this.

ii. Send a New Meeting Application (along with the pamphlets "The MA Meeting and the Home Group" and "MA's Service Structure") to the person.

iii. Note this info on the New Meeting Application Log.

iv. Person sends application to the PO Box.

v. When the application is received, send out the Starter Kit.

vi. Note the date the kit is sent out in the Log.

vii. Applicant who starts meeting will return New Meeting Report (found in Starter Kit) to PO Box.

viii. When New Meeting Report is received, send out masters. Most of these items are downloadable from website.

ix. Update the Directory on the website, following the above steps. Also notify the Global Outreach Trustee.

e) Forward all requests to start online meetings to the Online Services Trustee.

f) Forward PI, HI or other requests to appropriate Trustee. Requests for help with school essays may be forwarded to PI Trustee.

g) Refer requests from areas within Districts to the local phone number/email address. Remember to be mindful of the Twelve Traditions. Controversial questions often come in, such as: do we advocate marijuana legalization, scientific questions about how long marijuana stays in the blood, drug tests, etc.

i. The best answer is always Tradition Ten "We have no opinion on outside issues. Sorry, we cannot help you."

ii. Contentious questions can be referred to the Trustees.

h) Print out and keep any important correspondence.

3) Check MAWS PO Box Regularly; Once Every Other Week.

a) The PO Box is regularly checked by the MAWS Treasurer, who sends mail that needs the attention of the Office Manager to the OM's home address by postal

mail. The MAWS PO Box is in Van Nuys, Ca. at the Post Office on Van Nuys Blvd., near Victory Blvd.

b) Send requests to add MAWS to Resource Listings to PI Trustee, etc.

c) You will get requests for literature in the mail; send regular packet as described above.

d) If you get a request to start a new meeting, follow the procedures described above for starting meetings.

4) Maintain And Update Changes To Directories And Rosters.

a) Update International Directory which is on the MA website on an as-needed basis.

i. Receive updates from Districts and Independent Meetings, preferably by email.

ii. Edit the appropriate page in Microsoft FrontPage.

iii. Add content in format consistent with the other entries.

iv. If the entry represents a new meeting, enter "NEW MEETING" in Myriad Headline Bold, int, orange above the listing.

v. If the entry represents a change of time and/or location, make a similar notation.

vi. These notations should be removed after one (1) month.

vii. Upload the page(s) to the website FTP site via an FTP program such as FileZilla.

viii. Check the page online to ensure accuracy.

ix. Send updates as they come in to Webmaster Trustee. A jpeg snapshot of FTP windows is the preferred method.

b) Maintain Independent Meeting Contact List:

i. Update list as needed. The ANLP roster of customers is also instrumental in this process.

c) Maintain District Contact Information Sheet:

i. Each time a District or Independent Meeting has a change of address or phone, make the appropriate changes on the Information Sheet.

d) Maintain Delegate Roster:

i. This is done prior to every year's MAWS Conference, based on the information provided by the Districts, regarding their elected Delegates.

ii. Each year, following the MAWS Conference, if a Delegate is elected to a Trustee position during the Conference, the Alternate Delegate from that District is instated to fill the vacant Delegate position for the remainder of the Conference Cycle. If this happens, the Delegate Roster must be updated to reflect the actual current Delegates in place (at all times).

e) Maintain Trustee Roster:

i. This is always done following the Conference and is part of the Conference Minutes. It is also done throughout the year if Trustee information changes or Alternate Trustees are instated to fill a vacant position. The MAWS Trustee Yahoo! Group membership list can also be considered a roster, but only includes email addresses.

f) Take Minutes at MAWS Conference and produce a finished product. Make a report at the Conference on the year's operations.

i. The desired deadline for publication of the Conference Minutes is thirty (30) days after the Conference.

ii. The Minutes are proofed by the Trustee President before transmission to the Fellowship.

iii. The Minutes are posted to the MAWS Conference Yahoo! Group File area.

iv. Write a synopsis of Conference Highlights and send out to Independent Meetings.

v. Update the MAWS Record of Conference Motions document with the current year's passed Conference Motions.

Update the Service Manual, as required by the current year's passed Conference Motions.

A New Leaf Publications Responsibilities

- Maintaining the electronic masters of all pamphlets online.
- Update the book *Life with Hope* and arrange for its printing so that a sufficient inventory is maintained at all times.
- Create versions of ANLP according to the instructions of the MAWS Conference.
- Create other media as directed by the MAWS Conference and/or the Literature Committee.
- Print the Service Manual on an on-demand basis.
- Receive and fill orders for *Life with Hope*, *A New Leaf* subscriptions and the Service Manual (and any additional publications) as detailed below.

- Submit a detailed sales report to the bookkeeper at the end of each month.
- Reimburse MAWS for the ANLP Office Manager payroll and pay the bookkeeper.

1) ANLP Orders
    a) Fill orders that come in through PayPal.
    b) Pick up the ANLP mail from the ANLP PO Box on a weekly basis.
    c) Record and prepare for shipment, each week's ANLP orders.
        i. Scan to PDF (for printing only) each order with the check or money order in the top right corner. Print the scans but do not save the document. Staple the scanned/printed copy to the front of each original order.
        ii. Scan the checks/money orders separately and print on 8 ½ x 14 paper.
        iii. Record the information for each form in the Transaction Record for the month (an Excel File). This includes ALL transactions, whether for LWH, A New Leaf, Bulk Payments, or combinations of any and all.
        iv. On the USPS website, generate a Priority Mail label for each order of LWH, using the Address Book as needed (save each new customer in the Address Book) and add each shipment to a USPS SCAN form for tracking purposes.
        v. Print the Priority Mail labels.
        vi. Attach the receipt label for each Priority Mail label to the front of each order copy so that a complete record of the order exists on one page.
        vii. Request a Carrier Pickup on the USPS website.
        viii. Place a copy of the SCAN form with the shipment in a USPS plastic bin and leave it for pickup.
        ix. Fold the top portion of the check copy to letter size and place the orders within it. Paper-clip them together and mark the folded portion with the month and Week One, Week Two, etc. Store in the month's ANLP folder.
2) A New Leaf Subscriptions
    a) Receive the electronic file (PDF) of the month's A New Leaf newsletter from the Publishing Editor and forward it to the printer, allowing three days for the job to be done. Pick up the newsletter from the printer when ready.
    b) Copy ANL subscription information from the month's Transaction record to the current subscriber file.
    c) Sort the subscriber file by expiration date and copy the records of those subscribers whose subscriptions are ending to the subscription reminder file (Excel file).

d) Generate the subscription reminder letters (Word file mail merge).

e) Generate and print the non-District ANL envelopes.

f) Stuff, seal and stamp the non-District ANL envelopes.

g) Generate the Priority Mail labels for the District ANL shipments.

h) Count out each District's subscription and stuff Priority Mail envelopes and label, creating a SCAN form for the ANLP shipment. Request a Carrier pickup on the USPS website.

3) Miscellaneous/Combined

a) Maintain the pamphlets in PageMaker format. Pamphlets are uploaded to the website in the Literature area. We do not sell pamphlets. If someone requests a bulk number, send them a pamphlet or a pamphlet master and direct them to make their own copies.

b) Keep in contact with the New Meeting Outreach Trustee to make sure they have all Independent Meeting contact person information. Report any big news to Trustees, Delegates and Independent Meetings, as needed.

c) Supply all meetings (within Districts or Independent Meetings) with supplies (forms, pamphlet masters), as needed.

d) Update all lists and form letters as necessary: chip order info, Trustee Roster, form letters, District Contact Info. etc.

e) Keep archives of Trustee Meeting Minutes.

f) A Debit Card is maintained by the Office Manager for petty cash purchases. Keep all receipts. Mail in accounting sheet with receipts to Trustee Treasurer.

g) The Office Manager has the option to provide free copies of Life With Hope to inmates, people who cannot afford them, etc.

h) Keep a supply of chips on hand for new meetings. Buy them from Crossroads or from the Office Manager's local District. Since most new meetings receive their Starter Kits electronically, chips for new meetings are supplied on an on as-requested basis.

i) Help Trustees with projects as needed.

j) Maintain a backup of MAWS/ANLP files on the FTP site.

k) Purchase office supplies (postage, envelopes, printer cartridges, labels, etc.) for ANLP and MAWS with the appropriate debit card.

Appendix 7—A New Leaf Publications Charter

Approved and adopted by MAWS Board of Directors 5/24/98 and
Approved for incorporation into MAWS Service Manual Appendix
by General Session of 1998 Conference 5/25/98

1 Statement of Purpose

A New Leaf Publications (ANLP) is the general publishing arm of Marijuana Anonymous World Services (MAWS), a non-profit California Corporation.

ANLP oversees and administers the publication, distribution and business of *A New Leaf* (ANL). ANL is the Marijuana Anonymous newsletter published for the purpose of carrying the message of recovery and service, in print, to the society of Marijuana Anonymous.

ANLP oversees and administers the publication, distribution and business of the book *Life with Hope, A return to living through the 12 steps and 12 traditions of Marijuana Anonymous* (LWH).

In addition, ANLP oversees and administers the publication, distribution and business of MAWS approved literature (including, but not limited to, pamphlets, handouts, international directories and Service Manuals) to entities outside of the society of Marijuana Anonymous and in some circumstances within the society.

ANLP archives masters of all of the literature mentioned above.

2 Dedication of Assets

The properties and assets of A New Leaf Publications and all of the aforementioned sub-organizations are primarily dedicated to the fulfillment of the Purpose of A New Leaf Publications, as stated in the above Statement of Purpose. The properties and assets are further dedicated to the fulfillment of the purposes and objectives of Marijuana Anonymous World Services and the Society of Marijuana Anonymous, as set forth in the Bylaws and The Conference Charter of Marijuana Anonymous.

2.1 Distribution Upon Dissolution—All properties, assets and earnings of ANLP shall inure to MAWS in the event of dissolution or otherwise. No part of the net earnings, properties, or assets of ANLP upon dissolution or otherwise, shall inure to the exclusive benefit of any private person or individual, or any director or agent of ANLP.

3 Selection of Directors

There shall be a total of 5 directors separated into two classes and shall be selected as follows:

3.1 Executive Directors—There shall be three (3) executive directors whose term is for two years. Executive directors are selected by the Trustees of MAWS. An executive director may not serve more than two consecutive terms as an executive director, but may serve as a managing director subsequent to serving as an executive director.

(a) Qualifications—An executive director must be clean and sober from marijuana, alcohol and all other mind altering substances for two years AND must satisfy at least one (1) of the three (3) following requirements:

(i) Has been a managing director for at least one (1) year.

(ii) Has been a MAWS Trustee for at least one (1) year.

(iii) Has been a MAWS Delegate for at least one (1) year.

3.2 *A New Leaf* Editors—There shall be two (2) *A New Leaf* Editors (Editors) whose term is for one (1) year from the time they are selected. The Editors shall be selected by a vote of the entire board with a yes vote of no less than 3. An Editor may not serve for more than two consecutive terms as an editor, but may serve as an executive director subsequent to serving as an editor.

(a) Qualifications—An Editor must be clean and sober from marijuana, alcohol and all other mind altering substances for two years.

4 Vacancies

A vacancy or vacancies in the board of directors shall be deemed to exist upon death, resignation, or removal of a director, or if a director no longer meets the qualifications to be a director set forth above.

4.1 Resignations—Directors may resign at any time by written or oral notice to the other directors.

4.2 Removal

(a) Executive directors—An executive director may be removed upon recommendation of at least 3 members of the Board of directors of ANLP to the Trustees of MAWS and by a

vote of that body as prescribed in the bylaws of that corporation for passing any action by that body.

(b) *A New Leaf* Editors—Editors can only be removed by a unanimous vote of the executive directors.

4.3 Filling of Vacancies

(a) Executive directors—The Trustees of MAWS, as soon as they are capable of acting, shall fill any vacancy left by an executive director with a person qualified to be an executive director, unless no such person is available. In the event of such an occurrence, a Trustee of MAWS shall be selected until a qualified person becomes available.

(b) *A New Leaf* Editors—The ANLP Board of directors shall fill any vacancy left by an Editor by yes vote of no less than 3.

5 Powers and Duties of Directors

All duties and powers set forth herein may be delegated or assigned to employees and/or agents of ANLP as deemed necessary by the Directors, although the duties and powers remain the ultimate responsibility of the Directors as set forth.

5.1 General Powers—The directors shall manage all the business and affairs of A New Leaf Publications, subject to any limitations set forth in this document, the bylaws of Marijuana Anonymous World Services and The Conference Charter of Marijuana Anonymous, specifically but not necessarily limited to:

(a) determining the circulation (number of copies printed) of *A New Leaf*, the newsletter.

(b) determining the price of *A New Leaf*, the newsletter.

(c) determining any major changes in the mast-head of *A New Leaf*, the newsletter.

(d) determining any changes which substantially affect the cost of publishing *A New Leaf*, the newsletter.

(e) determining the timing and allocation of funds for additional printings of LWH.

(f) determining the price of LWH.

(g) determining any major changes in the cover art of LWH.

(h) determining any changes which substantially affect the cost of publishing LWH.

(i) determining timing and allocation of any surplus funds to be donated to MAWS.

(j) determining the means by which all other MAWS approved literature is to be distributed, sold and warehoused.

(k) determining the means by which all MAWS literature masters are to be maintained, archived and stored.

5.2 Specific Powers and Duties—Without prejudice to these general powers and subject to the same limitations, the directors shall have the power to:

(a) Select and remove any agents and employees of ANLP and prescribe any powers and duties for them that are consistent with the law, this document, the bylaws of Marijuana Anonymous World Services and The Conference Charter of Marijuana Anonymous.

(b) Borrow money and incur indebtedness on behalf of ANLP and cause to be executed and delivered promissory notes, bonds, debentures, deeds of trust, mortgages, pledges and other evidence of security.

5.3 Specific Duties of Executive Directors—The three (3) executive directors shall be assigned the following responsibilities: Chairperson, Treasurer and Secretary with duties as follows:

(a) Chairperson:

(i) Oversee the day-to-day operations of ANLP

(ii) Act as the liaison between ANLP and the Trustees of MAWS,

(iii) Ensure that ANLP is in compliance with its charter and The Twelve Traditions of Marijuana Anonymous,

(iv) Fill necessary positions and that duties are being performed.

(v) Be responsible for sales, inventory maintenance and shipping of LWH.

(vi) Conduct meetings and voting as set forth in this charter.

(b) Treasurer: The treasurer's job is to handle all of ANLP's money. Typical duties of the treasurer include:

(i) Receive payments for subscriptions to the newsletter and purchases of LWH and all other MAWS approved literature distributed and sold by ANLP and communicate necessary information to other board members as needed for shipping.

(ii) Administer the checking account. (In administering the checking account, two signatures should be required to issue a check. This is to protect ANLP from theft, as well as to protect the treasurer from controversy. It is also suggested that three signatures be on the signature card in the event the treasurer becomes unavailable for any reason.)

(iii) Pay (or reimburse) the normal operating expenses for ANLP. These expenses include, but are not necessarily limited to, the following:

(1) post office box

(2) rent for ANLP's office (if applicable)

(3) normal publishing costs (not including additional printings of LWH, see Section 5.1, e)

(4) postage for mailing of ANL

(iv) postage & packing materials for LWH sales

(v) Reimburse approved expenses.

(vi) Keep careful records of all transactions and promptly make out receipts whenever necessary.

(vii) Report on the financial condition of ANLP at the end of each quarter, or upon request from the Board.

(viii) Bill the Districts for subscriptions to ANL

(ix) Comply with all MAWS requirements, including coordinating with and filing reports to, the MAWS Treasurer and/or MAWS Bookkeeper with regards to Yearly Taxes.

(c) Secretary: Typical duties of the secretary include:

(i) Keep minutes of all meetings of the Board of directors

(ii) Assist the other directors in maintaining compliance with this charter, MAWS Bylaws and the Twelve Traditions.

(iii) Keep track of the commencement date for each of the Board members and remind the Chairperson when a director's term is near completion

(iv) Act as the archivist for masters (computer disk and hard copy) for all MA literature.

(v) Visit the ANLP Post Office Box on a regular basis and distribute written correspondence, order forms and money to the appropriate parties

(vi) Respond to e-mail and other inquiries regarding purchase of any ANLP materials

5.4 Specific Duties of *A New Leaf* Editors—The Editors shall have primary discretion as to the selection and editing of articles printed in ANL, as well as the general design and layout of ANL. BOTH editors will be involved in the actual selection of articles for publication and will have input on whatever editing is done to submitted articles. It is the express policy of ANLP that MA Members' articles (submitted for publication) will receive only the minimum amount of editing possible. (i.e.: spelling, omission of obscene or foul language and minimal grammar corrections). Generally speaking, it is preferable to not run an article than to substantially change it, unless specific permission has been granted by the writer for the article to be changed. If the editors cannot come to agreement on the above duties, they will consult with the other directors until agreement is reached.

(a) Managing Editor:

(i) Pick up the completed issue of A New Leaf newsletter and distribute the printed issues to the various subscribers

(ii) Manage and maintain contact with Bureau Chiefs from the Districts to collect articles, news of local events and "birthdays" (so long as ANL elects to publish member's birthdays).

(iii) See to it that ANLP works in concert with MAWS in publicizing the various MAWS events, such as the annual MA Conference and the annual Convention.

(iv) See to it that condensations of various required MAWS reports be published for members' information.

(v) Maintain (in concert with the Treasurer) the subscription records and notify the subscribers of delinquencies or expirations

(b) Publishing Editor:

(i) Produce the masters for each month's issue of ANL and see to it that they are given to the ANL Distribution Coordinator by the agreed deadline for printing and distribution.

(ii) Transmit masters of ANL and LWH to the authorized printer and order the authorized numbers of copies to be printed

6. Directors Meetings and Voting

6.1 Meetings—The Chairperson, at his or her discretion, or at the request of another director, may call meetings if necessary. Meetings may be conducted on-line or via conference call or e-mailed reports.

6.2 Voting and Quorums—Unless otherwise stated in this charter, the positive vote any four (4) directors is necessary to act. Voting may take place in person, online, or by telephone conferencing. The chairperson may open voting by notifying all Directors of a proposed motion and allowing a reasonable time for all Directors to respond, offer discussion and vote. In no case shall the amount of time for Directors to cast votes be less than 48 hours or more than one week.

7 Bureau Chiefs—Each District selects a Bureau Chief willing and able to fulfill the responsibilities of the position. It is suggested that the member selected for the position shall have at least six months clean and sober from marijuana, alcohol and all other mind-altering substances.

7.1 Responsibilities of Bureau Chiefs are as Follows:

(a) Solicit, collect and promptly submit articles and other written materials that reflect a spirit of recovery, unity and service from MA members within their District for possible publication in *A New Leaf*.

(b) Solicit, collect and promptly submit anniversaries/birthdays and local event information within their District for possible publication in *A New Leaf*.

(c) Coordinate distribution of each issue of *A New Leaf* at the monthly District Service Committee meeting or in accordance with the District's group conscience.

(d) Act as liaison between ANLP and the District, announcing ANLP service opportunities and collecting District feedback to improve ANLP's ability to carry the message of recovery.

(e) Maintain contact and communication with the Editors as needed to fulfill the above duties.