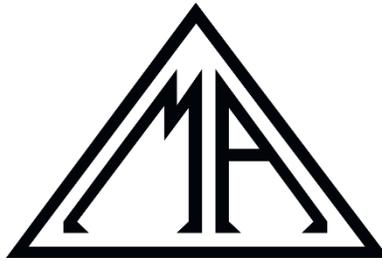


# Marijuana Anonymous Service Manual



Revision 7.0  
Reflecting Actions of the 2020  
MA World Service Conference

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## 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, TV, 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 MA World Service 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 MA World Service Conference of Marijuana Anonymous, May 1996*

# Part 1: The Program

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## 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 serves the Society of MA in a variety of ways and is referenced throughout this manual.

MA World Services writes, approves and publishes literature (including this service manual) as well as engaging in other activities that help districts and groups stay united and in communication. MA World Services also 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 MA World Service Conference.

The purpose of this manual is to explain the organization and function of the service structure of MA. The procedures, guidelines and service structures have been created to best unify MA and pursue the goal of helping the marijuana addict. 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. MA remains flexible and its organization may change. Change occurs through the group conscience of the members expressed by their delegates to districts and to MA World Services.

## 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 world-service 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 to continue to grow as a visible and vital presence for any marijuana addict who wants to stop using marijuana and needs help.

Service makes it possible for suffering marijuana addicts to learn of MA and to locate and attend meetings. When we come to a meeting, we meet other recovering addicts to share experience, strength and hope. This is an essential part of the MA program of recovery. Quality service results in better outreach, greater attendance at meetings and an overall stronger program of recovery.

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 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.

### **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 performing service sharing this experience with another marijuana addict. 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 they have learned to others. In doing so, the service sponsor also benefits by fulfilling a sense of duty, giving back what was freely given and gaining a little more insurance against a possible relapse.

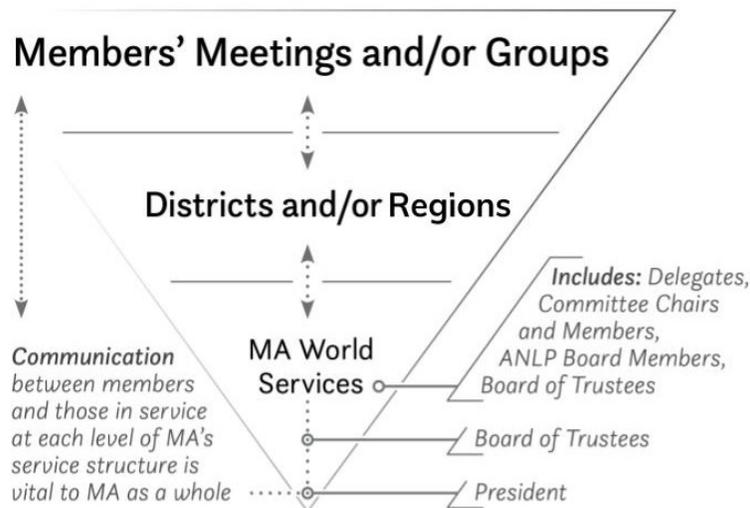
Service sponsorship is customarily provided to a newly elected trusted servant by the individual who previously held the same position. The service sponsor is a resource to learn the

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 service 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 their knowledge and experience, the service sponsee becomes aware of the importance of service in their 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*”

### Chapter 3 – The Path of Communication and Service Through Group Conscience



The service structure of Marijuana Anonymous is described as an inverted pyramid which includes three levels. The Meetings/Groups make up the broad base at the top of the pyramid. The middle level consists of Districts/Regions. The tip, or the smallest portion of the pyramid, represents MA World Services.

Since the pyramid is inverted, the meeting/group level is the largest and most vital part of the fellowship. Without Meetings, there would be no need for Districts/Regions or MA World Services. This point cannot be stressed enough – the world-service and district/region levels exist

to serve the meeting/group level comprising individual marijuana addicts. The degree and quality of communication and cooperation between all levels of the service structure determines the health and survival of MA, which exists to carry the message of recovery, including to those who have not yet found the fellowship.

## **Meetings/Groups**

Meetings/Groups are fundamental to the service structure of our fellowship. A meeting consists of two or more marijuana addicts who meet on a regular basis. Groups are fully self-supporting and remain so by collecting contributions each time they meet. The funds necessary to sustain each meeting are contributed from the members, not from outside sources. This collection of monies is commonly referred to as the “Seventh Tradition,” since it fulfills that Tradition. Meetings have no outside affiliations and no opinions on outside issues. Each meeting is autonomous. However, compliance with each of the Twelve Traditions is vital for all meetings.

A group conscience reflects the consensus of the group on any matter brought before the members. Through an informed group conscience, the meeting elects a Group Service Representative (GSR).

The GSR is a critical link between the meeting and the district/region levels of the inverted pyramid. The role of the GSR is to represent the group conscience to the district/region, reporting the group’s wishes and ideas, and participating in the group conscience at the district/region level. The GSR also brings news of district/region and world-service level activities back to the group. GSRs may later serve on district committees to help their district. ([\*See Chapter 5 for more information regarding GSRs\*](#))

## **Districts/Regions**

Districts/Regions are geographical units containing a number of groups. A district is generally limited by geographic boundaries that permit GSRs to meet periodically, usually once a month. This monthly meeting is called the District Service Committee (DSC) and is open to all MA members. There are also regions and regional service committees, not yet recognized as an official district by World Services, serving the same purpose for groups and meetings.

All of the business of the district is discussed at the DSC meeting. A number of district officers and committee chairpersons are elected at the DSC to carry out district business. Each district will ideally have at least these positions continually filled by MA members aware of their part in the service structure: Chair, Vice-Chair, Secretary, Treasurer and chairpersons for subcommittees such as Hospitals and Institutions (H&I), Public Information (PI), Literature, Correspondence, Chips, and Events. ([\*See Part 2: The Group for all roles and detailed job descriptions\*](#))

The district exists to serve its meetings. District services include purchasing and distributing chips, printing and distributing literature and meeting schedules, community outreach (through PI and H&I efforts), maintaining a telephone line, website, and written correspondence, as well as collecting and distributing monies to MA World Services. In addition, the district provides assistance to individual groups in need of help, coordinates district-wide fellowship events and fundraisers, and helps locate speakers.

Each district and each meeting are a part of MA as a whole. Every year, each district elects up to two delegates and at least one alternate delegate to represent their district's group conscience at the annual MA World Service Conference. The conference has traditionally been held over the Memorial Day weekend, as observed in the United States. It is the conference where members come together to engage in the work of MA World Services and continue the work of various world-service level committees.

## **Marijuana Anonymous World Services**

Marijuana Anonymous World Services is a corporation formed to carry out the necessary business and legal affairs of Marijuana Anonymous. Trustees are the officers of MA World Services, "trusted servants" of the members of MA. Traditionally, each Trustee is assigned to a particular position (President, Secretary, Treasurer, H&I, PI, Literature, etc.).

Along with delegates, trustees attend the MA World Service Conference each year. At the conference, committees are formed to discuss issues that affect Districts/Regions worldwide. Some of the committees include, Finance, Hospitals & Institutions (H&I), Internet, Literature, Policies, and Procedures (P&P), Public Information (PI), and Outreach. Each Delegate and Trustee serve on at least one committee. It is also common for other MA members to participate in committee work. These committees conduct service work for the fellowship throughout the year and sometimes make recommendations to be voted on by delegates and trustees in a general assembly at the MA World Service Conference. Recommendations from committees are one way in which policy changes can be made in MA.

Trustees also meet via conference call or online meetings several times during the year, typically at least monthly. They make interim business decisions that cannot wait until the next conference.

## **Goal of the Service Structure: Fulfilling our Primary Purpose**

The GSRs, delegates, trustees, and committee members at all levels of the inverted pyramid are trusted servants. They do not govern. Each individual serves the direction of the membership, with only a loving Higher Power as the ultimate authority. It is important therefore, that trustees, delegates, and GSRs are not only aware of the service structure, but do what they can to facilitate

an ever-widening participation in the development of informed group conscience wherever possible, so that those volunteers can in fact serve at the direction of the membership.

It is vital to the unity of MA that information and service effort flow smoothly between the three levels of the service structure. As stated in the First Tradition, our unity is critical to our personal recovery. Any service position at any level should be accepted with the desire to serve the fellowship. The MA Service Manual is an invaluable tool for all MA members in service positions, and it is suggested that each meeting retain a copy.

The inverted pyramid is the model for the service structure of MA. The world-service level serves the district level, and the district level serves the meeting level. That being said, at each level of the pyramid the goal is to fulfill the primary purpose of MA, as stated in the Fifth Tradition – to carry the message of recovery from marijuana addiction to the marijuana addict who still suffers.

# Part 2: The Group

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## Chapter 4 – Meeting Officers

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

The basic service structure of the group consists of a Secretary/Chairperson, Treasurer, and a GSR. In addition, many groups have a steering committee and chairs for literature refreshments, birthdays/anniversaries, newsletter reporting, greeting, etc. Remember – the more commitments each group has, the larger the core of members that return each week.

Here are a few suggestions for newly chosen trusted servants:

**Secretary/Chairperson** – The group secretary/chairperson, if wisely chosen, can add vitality and direction to the meeting. MA World Services suggests a minimum of six months continuous clean time to serve as secretary. The suggested length of term is six months.

Typical responsibilities of the secretary include:

- Always be on time (at least 10 minutes before meeting begins)
- Make sure the meeting begins and ends on time
- Pick a speaker for the meeting
- Make sure all service commitments are filled
- Make sure a business meeting is held once a month
- Provide time for the GSR, committee reports, and any other MA announcements
- Provide GSR with any changes of meeting time, format, etc., to take to DSC meeting for changes in the schedule
- Fill out meeting record sheet
- Keep meeting format notebook and meeting records

**Treasurer** – The group treasurer is the custodian and disbursing officer of monies received via group contributions and as indicated in the Seventh Tradition, accepting money only from MA members. The suggested clean time is six months to serve. The suggested term length is six months.

Typical responsibilities of the treasurer include:

- Collect Seventh Tradition contributions from the group
- Keep a detailed accounting of the group's financial position

- Keep group funds in a safe place
- Pay rent for the meeting place (as indicated by our Seventh Tradition, some kind of rent should be paid, if only a token amount)
- Pay for refreshments and supplies
- Disburse money to purchase chips and MA literature
- Stay after the meeting to collect money from the sale of literature (sold at cost)
- Keep track of chips needed to be ordered from the DSC, if the meeting has no chip person
- Forward excess contributions to the District/Region (A prudent reserve is an amount of money set aside for use in extraordinary circumstances. It is not for use in ordinary expenses, nor should it be held in excess above the group conscience. The recommended prudent reserve at the individual meeting level is at most three month's operating costs. Groups generally use the 75/25 plan as recommended by MA World Services, contributing 75% of excess funds to the local district/region and 25% to MA World Services.)
- Keep the meeting records (if the secretary does not)

**Literature Person** – typical responsibilities:

- Always be on time (preferably at least 10 minutes before the meeting begins)
- Keep MA literature available and separate from non-approved literature
- Give a literature report telling members what literature is/is not available
- Set up "Newcomer Packets" with MA pamphlets, schedules and flyers, and make sure newcomers get what they need
- Replenish the literature as needed

**Refreshments and/or Coffee Person(s)** – typical responsibilities:

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

**Chip Person** – The chip person typically hands out chips at the meeting and replenishes 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. It represents a cross-section of the group, and its chief function is to guide and support selected trusted servants in business and policy matters for the meeting.

Please Remember:

All people with commitments should attend steering committee meetings. These meetings are for the group's business only and are held at a different time than the regular meeting (often immediately before or after the regular meeting).

All people holding commitments should find someone to fill in, if they cannot make the meeting.

Our leaders are but trusted servants; they do not govern.

## Chapter 5 – Group Service Representatives

Group service refers to all service work whose purpose is the maintenance and preservation of the unified identity and presence of MA. Group service 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 (GSR) and an alternate GSR. 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 a position to determine the group conscience and is the voice for communicating the conscience of their group to the rest of MA.

The GSR has the job of linking their group with the local District/Region and MA as a whole. After a few months of gaining experience, the GSR may also choose to be on one of the district/region committees to help serve MA. It is from this group of a district's trusted servants that conference delegates are usually selected. Suggested clean time is six months to serve as a GSR. Length of term is usually one year.

Typical responsibilities of the GSR include:

- Report the group's wishes to the monthly DSC/region meeting, and to delegates attending the MA World Service Conference
- Attend the monthly DSC/region meeting, take notes and report back to the group, keeping it well informed
- Report to the group the content of the Trustees' quarterly summary, MA World Services financial reports and minutes of the Conference, as well as DSC/region business and activities
- Keep reports concise (opinions can be discussed at the group's business meetings)
- Confirm and/or bring group contributions from the treasurer to the DSC/region meeting
- Confirm that adequate supplies of chips and MA literature are available for the group
- Act as a "service sponsor" for incoming GSRs when their term is done
- Make certain that the alternate GSR attends the DSC/region meeting in the event the GSR cannot attend

## Chapter 6 – The Group

The group consists of two or more marijuana addicts who meet regularly. Groups, also known as meetings, are the fundamental source of recovery for the marijuana addict and make up the primary structure of MA.

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:

- Is fully self-supporting through contributions from its members, and supports all levels of MA service work
- Its purpose is to help marijuana addicts recover through the Twelve Steps and Twelve Traditions
- It has no outside affiliations
- It has no opinion on outside issues
- Its 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 convey the group conscience of all MA groups as expressed through MA World Services and its conferences.

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 five points listed above define the boundaries between a group's autonomy and activities that may affect MA as a whole.

Membership in MA and membership in an MA group should not be confused. The only requirement for 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 meetings, through a group conscience, may choose to have additional requirements for attendance. Meetings may choose to permit members of a particular gender, 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 its group conscience.

A meeting may be open or closed. Everyone is welcome at an open meeting, including friends and family members of the addict, or students and professionals who want to expand their knowledge of addiction. 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.

MA does not direct the manner in which a group functions, but it does suggest meeting formats that have been developed through our common experiences. ([\*See Chapter 8 for conference-approved meeting formats\*](#))

MA does not decide how a group will organize its business affairs but does make suggestions on how a group may choose to organize its service work. Our suggestions reflect the cumulative experience of groups as expressed at the MA World Service Conference.

## Chapter 7 - New Meeting Start-Ups

### **General Information**

Meeting startup information is published on the Marijuana Anonymous website along with a digital New Meeting Starter Kit request form. Information requests are also received through the MA World Services PO Box and by telephone via the 1-800 line. The Outreach Trustee/Committee, supported by the Office Administrator, ensures that appropriate information and materials are expeditiously communicated. The Trustee maintains communication with new meetings.

A small pack of literature and chips can be requested if a meeting is still struggling financially after having collected contributions for two to three months. In cases where MA World Services is informed of a meeting having started outside the typical process, a starter kit is sent out and the worldwide directory is updated.

### **Some Contents of a New Meeting Starter Kit**

- Greeting letter
- New meeting report form
- Chip information sheet
- Service Manual extracts: The Group, Meeting Officers, Group Service Representatives, Suggested Meeting Formats
- A New Leaf Publications (ANLP) order form
- Full complement of conference-approved pamphlets, single-sided, for use as masters

## **Start-ups Outside of Districts/Regions**

If a District/Region is asked to help start a meeting that would be outside of their geographic area, that district can refer the meeting sponsor to MA World Services to be mentored by the Outreach Trustee and supported by the Office Administrator. In this case, a meeting would come into being independently, without district affiliation.

## **Start-ups in an Existing District/Region**

This section has guidelines for starting a new meeting within an existing District/Region. It suggests how the person wishing to start 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 to fruition.

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 makes contact with a desired facility and negotiates rent. They may have to use their own money for the first month's rent, keeping the receipt to be reimbursed by Seventh Tradition funds.
2. The meeting sponsor selects a day of the week and time for the meeting to be held, then determines a date for the kick-off meeting. It is suggested to choose a day and time of the week when no other MA meetings are happening in the area. This may help reduce conflict with other meetings and 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), why (support to quit marijuana use), and when (start date and day/time). The person may also want to put the MA 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 DSC meeting. If necessary, the meeting sponsor can ask for help on any of the above four items from the District/Region.

The following items usually occur at and after the next DSC meeting, with the new meeting sponsor in attendance:

- The district/region decides whether or not to adopt the new meeting. If adopted, the meeting can be added to public information materials such as a phone line message, website, or printed meeting schedules.

- Conference-approved 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/Region can send formats to them. They can also be given a copy of the MA Service Manual, guided on other matters such as contacting MA World Services, informed about requirements for service work, and how to contact A New Leaf Publications.
- If available, the meeting sponsor can obtain pamphlets and copies of *A New Leaf* newsletter to bring to their meeting. The meeting can elect a GSR (which may be the meeting sponsor at the start) to return to the DSC meeting the following month. Meeting flyers can be handed out to GSRs, who will take them to their own meetings.
- The GSRs return to their meetings with the new meeting's information, making regular announcements about it. MA members throughout the District/Region 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.
- A small pack of literature and chips could be requested if a meeting is still struggling with low financial contributions after three months.

### **A Note Regarding Liability Insurance**

It should be understood that MA World Services does not provide liability insurance for individual meetings or events, whether they be considered independent, or are part of a district/region. Such insurance, where required by the hosting facility, must be provided by the meeting or event as part of its self-supporting responsibilities. Districts/Regions may choose to offer an umbrella policy covering meetings that wish to contribute financially.

## Chapter 8 - 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 experience. The Suggested Meeting Formats in this chapter are conference-approved for use by groups. The formats are tailored for the following meeting types:

- Discussion meetings
- Speaker meetings
- Topic meetings

Computer and mobile device users may download the formats from the World Services website, facilitating impromptu meetings, anywhere and anytime.

The formats all share the same first page. This page is presented only once and is labeled “Page 1” at the top, followed by the second page labeled with the type of meeting and “Page 2” at the top. 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 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

Suggested formats in Spanish and French can be found in the appendices.

*(See [Appendix IV: Translated Meeting Formats](#))*

## **Suggested Format – Part 1 – Any Meeting**

(Chairperson) Welcome, this is the regular \_\_\_\_\_ 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,  
courage to change the things I can,  
and wisdom to know the difference.*

(Preamble) Marijuana Anonymous is a fellowship of people 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-crosstalk meeting. Crosstalk 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 Twelve Steps and "How It Works?"

(“How it Works” is read)

## **Suggested Format – Part 2 – Participation Meeting, No Break**

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 MA we will uphold the Seventh Tradition. As the basket is being passed around, remember that while we have no dues or fees, we are proudly self-supporting through our own contributions. Newcomers need not feel obligated to contribute, others are privileged to do so. A contribution of \$2 or more is suggested to help cover rent, meeting supplies, and contributions to MA World Services in order to continue to carry the message to the 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/see the timekeeper, 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 still 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 in-person, MA has meetings by phone and online. Visit MA World Services' website for details. It is now time for the Secretary's Report.

(After the Meeting's Reports) I would like to close by having \_\_\_\_\_ read the passage of their choice, and after a moment of silent meditation for the addict who still suffers, lead us in the prayer of their choice.

*Approved for Starter Kits—MA World Service Conference, May 1991*

## **Suggested Format – Part 2 – Participation Meeting, With Break**

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.

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 MA we will uphold the Seventh Tradition. As the basket is being passed around, remember that while we have no dues or fees, we are proudly self-supporting through our own contributions. Newcomers need not feel obligated to contribute, others are privileged to do so. A contribution of \$2 or more is suggested to help cover rent, meeting supplies, and contributions to MA World Services in order to continue to carry the message to the 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/see the timekeeper, 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 still 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 in-person, MA has

meetings by phone and online. Visit MA World Services' website for details. It is now time for the Secretary's Report.

(After the Meeting's Reports) I would like to close by having \_\_\_\_\_ read the passage of their choice, and after a moment of silent meditation for the addict who still suffers, lead us in the prayer of their choice.

*Approved for Starter Kits—MA World Service Conference, May 1991*

## **Suggested Format – Part 2 – Topic Meeting, With Break**

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.

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 MA we will uphold the Seventh Tradition. As the basket is being passed around, remember that while we have no dues or fees, we are proudly self-supporting through our own contributions. Newcomers need not feel obligated to contribute, others are privileged to do so. A contribution of \$2 or more is suggested to help cover rent, meeting supplies, and contributions to MA World Services in order to continue to carry the message to the addict who still suffers.

(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/see the timekeeper, 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 still 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 in-person, MA has meetings by phone and online. Visit MA World Services' website for details. It is now time for the Secretary's Report.

(After the Meeting's Reports) I would like to close by having \_\_\_\_\_ read the passage of their choice, and after a moment of silent meditation for the addict who still suffers, lead us in the prayer of their choice.

*Approved for Starter Kits—MA World Service Conference May 1991*

## **Additional Readings - 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*

## **Additional Readings - 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, TV, 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 MA World Service 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

4) Any Other MA Announcements

2) Meeting Treasurer's Report

5) Court Forms Announcement

3) Literature Report

6) Thank Leader, Speaker, Helpers

## CHIPS & BIRTHDAYS

Newcomers \_\_\_\_\_

6 Months \_\_\_\_\_

30 Days \_\_\_\_\_

9 Months \_\_\_\_\_

60 Days \_\_\_\_\_

18 Months \_\_\_\_\_

90 Days \_\_\_\_\_

Birthdays \_\_\_\_\_

## FINANCIAL RECORD

### Income

7<sup>th</sup> Tradition ..... \$ \_\_\_\_\_

Literature Sales ..... + \_\_\_\_\_

Other ..... + \_\_\_\_\_

**TOTAL INCOME** ..... = \_\_\_\_\_

### Expenses

Rent ..... \$ \_\_\_\_\_

Food/Coffee ..... + \_\_\_\_\_

Supplies ..... + \_\_\_\_\_

Literature Purchase ..... + \_\_\_\_\_

Chip Purchase ..... + \_\_\_\_\_

Other ..... + \_\_\_\_\_

**TOTAL EXPENSES** ..... \$ \_\_\_\_\_

**Secretary** \_\_\_\_\_

### Balances

Balance Forward ..... \$ \_\_\_\_\_

Plus Income ..... + \_\_\_\_\_

Subtotal ..... = \_\_\_\_\_

**Less Expenses** ..... - \_\_\_\_\_

Subtotal ..... = \_\_\_\_\_

Contributions to DSC ..... - \_\_\_\_\_

**ENDING BALANCE** ..... \$ \_\_\_\_\_

**Treasurer** \_\_\_\_\_

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

# Part 3: Districts/Regions

## Chapter 9 – The District or Region

A district is a geographical unit containing a number of groups which has completed the process of acceptance by MA World Services (*outlined in Chapter 6*). This manual uses the term “Regional Service Committee” to describe a group of geographically related groups which has not yet been recognized by MA World Services as an official district. A district or region’s size is determined by the ability of its representatives to keep in frequent touch with its 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. The process by which a district might officially split in half is outlined to assure good communication and interaction. (*See Chapter 10 – Criteria for Acceptance of New or Split Districts*)

Each group elects a GSR 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 on their behalf at the MA World Service Conference.

District services include purchase and distribution of clean-time chips, printing and distribution of literature, community outreach (such as hospital and institution meetings), printing of district schedules, maintenance of area telephone and web services, and collection and distribution of contributions to MA World Services. As part of being fully self-supporting, the district should pay for its delegates to attend the MA World Service 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 the Twelve Traditions of MA. Due to our geographic diversity, most of the daily service work of MA occurs within the district or region.

Just as the group is autonomous from MA as a whole, the district is autonomous from MA World Services, except where the district's activities affect MA as a whole. The world-service level 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 MA World Services are conducted. The following chapters in this section outline these guidelines which may be used by districts and by regional service

committees. If a district chooses to use the MA World Services tax ID, they must comply with applicable financial requirements. ([See Chapter 15 – Guidelines for District/Region Treasurers](#))

A Regional Service Committee may not use the MA World Services tax ID number for its bank account, nor cast votes at the annual MA World Service Conference (although representatives are welcome to attend). MA World Services encourages all regional service committees to pursue MA World Services recognition by applying to present their request at the next conference.

## Chapter 10 – Criteria for Acceptance of New or Split Districts

The MA World Services recommendation for application to become a recognized district is writing a formal request. Representative(s) of the proposed new district shall attend the next available MA World Service 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:

- At least 4 groups
- At least 60 regular attendees
- Geographic isolation from other districts or within an existing district's boundaries
- Monthly meetings with a quorum of 70% of the GSRs present
- The ability to operate a DSC meeting as an entity and exhibit unity within
- Be self-supporting and willing to help support MA World Services
- Social or cultural divisions within a district
- The above factors should be considered by the MA World Service Conference as recommended only, and a vote shall be cast after consideration.

## Chapter 11 – The District/Region Service Committee Meeting

The District/Regional Service Committee (DSC/RSC) meeting is where members discuss all District/Region business, chairs make subcommittee reports, and group problems can be addressed. The meeting is open to all MA members. There are three levels of participants at most DSC/RSC meetings, GSRs, which were previously discussed in this service manual, District/Region officers, including Chairperson, Vice-Chairperson, Secretary, Treasurer, and Subcommittee Chairpersons, and any individual MA members who wish to attend.

## **Suggested DSC/RSC Meeting Format:**

- 1) Call to Order
- 2) Reading of the Serenity Prayer
- 3) Reading of the Twelve Traditions
- 4) Reading of the Service Committee purpose
- 5) Recognition of New participants at the Meeting
- 6) Approval of Last Month's Minutes (with corrections)
- 7) Officers' and Subcommittee Chairpersons' Reports
- 8) Old Business
- 9) New Business
- 10) Delegate and/or Trustees Report
- 11) Reports from Liaisons of Other Service Committees
- 12) Announcements
- 13) Acknowledgment of Birthdays
- 14) Adjournment and Closing Prayer

## **Chapter 12 – District/Region Officers**

The District/Region Officers are responsible for administering the general business of the district/region and resulting service committee. 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 committee officers should have at least one year clean and sober time, significant service committee background, and a working knowledge of the steps, traditions and concepts. The suggested term length is one year.

### **Chairperson**

The chairperson's primary responsibility is conducting the service committee meeting. This includes preparing the agenda, rationing the time for the various reports, and keeping order. A Suggested Service Committee Meeting Format can be found in Chapter 11 above, and Appendix II offers the short form of Rules of Order as Adapted for Marijuana Anonymous. Both of these documents can be of great assistance to the committee chair. In the event there are no delegates or representatives elected to liaise between the DSC/RSC and MA World Services, the Chairperson will assume the non-conference-related duties of such representatives. ([\*See Chapter 17 – Conference Delegates and Regional Representatives\*](#))

Typical responsibilities of the chairperson include:

- Making sure the meeting begins and ends on time

- Making sure all service positions are filled
- Making sure the next service committee meeting is scheduled and all participants are aware of the time and location
- Keeping meeting format and minutes of all past service committee meetings

## **Vice Chairperson**

The vice chairperson is responsible for assisting the chairperson in conducting the service committee meetings, and for conducting the meeting in their absence. The vice chair can also be of assistance in helping to administer business outside of the service committee meeting by assisting the subcommittees with their responsibilities and by informing group secretaries of absences of their group's GSR. This ensures that all meetings are properly represented and that individual groups are up to date on the business in their districts/regions.

## **Secretary**

The secretary's primary responsibility is to handle all non-financial paperwork. The most important task is to record clear and accurate minutes of each service committee meeting. Some service committees distribute copies of the minutes to all the participants, while others may choose to merely read the minutes of the last meeting at the beginning of the next meeting. It is suggested that each secretary compile a log of all motions passed at all 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/region's money. It is therefore important that the treasurer is selected 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 DSC/RSC checking account, two signatures are suggested to issue a check. This precaution protects from theft, and the treasurer from controversy. It is also suggested to have three signatures on banking paperwork in the event that one person becomes unavailable for any reason.

Typical duties of the treasurer include:

- Receiving contributions from the groups
- Administering the checking account
- Paying the rent for the Service Committee meeting location
- Reimbursing approved expenses to officers and subcommittee chairpersons

- Keeping records of all transactions and promptly make out receipts whenever necessary
- Reporting on financial conditions at each meeting
- Complying with all World Services financial requirements, if a District chooses to use the MA World Services tax id
- Creating and organizing a Budget & Finance subcommittee, holding regular meetings as needed
- Contacting the MA World Services Treasurer to join the MA World Services Finance Committee as an active member
- A more detailed description of the treasurer's position can be found in Chapter 15– Guidelines for District/Region Treasurers.

Though primary communication between a DSC/RSC and MA World Services is via elected representatives, it is suggested that officers make themselves known to MA World Services in order to better facilitate smooth operations.

## **Delegates**

The delegates responsibilities are outlined in detail in *Chapter 17 – Conference Delegates and Regional Representatives* ([see Delegates Responsibilities](#)).

## **Chapter 13 – Subcommittees**

Subcommittees are created to carry out and coordinate the services provided by the district/region, all of which require a certain degree of organization. A majority of the 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 service committee meeting, to be considered by all participants of the meeting. Participation of the chair and/or other members of various subcommittees is encouraged at the world-service level. Contact the various MA World Services trustees to express your interest.

### **Hospitals and Institutions (H&I)**

This 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 an H&I subcommittee does will depend on a variety of factors, including the number of treatment facilities in the area, the number of MA members interested in participating in such service, and the amount of collective experience of those members.

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

Considering the shared primary purpose of MA at all levels, to carry its message to the marijuana addict who still suffers, membership in the MA World Services H&I Committee may prove particularly valuable for chairs of this subcommittee. While gathering, combining and disseminating H&I ideas and efforts is a primary responsibility of the H&I Trustee, membership on the MA World Services H&I Committee enhances its productivity and efficacy, and honors the Fifth Tradition.

### **Public Information (PI)**

This subcommittee informs addicts and others in the community about the MA program of recovery. Many PI projects primarily act to encourage people to write or call MA for more information about meetings. Dispersing information can take on various forms such as distributing flyers, mass mailings, announcements in self-help sections of local newspapers and radio PSAs, to name a few.

Similar to the suggestion that the H&I chair join the MA World Services H&I Committee, it is also recommended that the chair of this subcommittee join the MA World Services PI Committee. Perhaps more than any other committees, these two can benefit greatest by eliminating overlap and encouraging mutual support.

### **Correspondence (Phone line/Website)**

This subcommittee maintains phone lines, websites, email, and text messages 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 this subcommittee.

### **Literature**

This subcommittee maintains inventory of MA literature that is distributed to groups at service committee meetings. The Literature subcommittee also creates new literature to be presented to service committee members for approval. The literature can also be submitted to the MA World Services Literature Committee for review and possibly for submission to the members of the MA World Service Conference 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 between MA members and produce additional income. It should be kept in mind that these activities are designed to enhance the primary purpose of MA, carrying the message to the marijuana addict who still suffers, and do not necessarily replace meetings. Fundraising should not take the place of group contributions in funding district/region expenses, but rather supplement meeting contributions. ([See recommendations in Chapter 14 – Events and Fundraising](#))

## **Chips**

This subcommittee usually consists of one person. Their responsibility is to maintain accurate inventory of chips owned by the service committee, as well as to distribute chips to groups. The Chips person must remember to order chips so that the committee will always have a sufficient supply for its groups.

## **Internet**

This subcommittee is responsible for the development and maintenance of the district/region website and other internet-based functions.

Activities typically include:

- Working with the secretary to ensure that group information is kept up to date; communicating changes to the MA World Services Administrator.
- Working with the events chairperson to ensure communications to area members.
- Working with the PI and H&I chairs to ensure content is available on the website.
- Ensuring that web 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.
- Ensuring that the domain name registration is kept current.
- Selecting internet service providers that offer competitive value, and that accounts are current to avoid service interruptions.
- Ensuring that files are backed up and safely archived.
- Monitoring the website ensuring its ongoing operation.
- Reporting to the service committee regularly on updates, operations and opportunities.
- It is suggested that the chair of this subcommittee join the MA World Services Internet Committee.

## **Ad Hoc Subcommittees**

These subcommittees are set up for specific purposes and are disbanded once that purpose has been completed. A motion is made at a service committee meeting to create an ad hoc subcommittee, as well as to dissolve it. When creating this type of subcommittee, the

service committee should make clear of its purpose, the authority and resources it will be given, and how long it has to fulfill the purpose.

## Chapter 14 – Events and Fundraising

### Events

In keeping with our Fourth Tradition, MA World Services recognizes that it has no right to control the activities of districts/regions and individual meetings. Therefore, DSCs/RSCs and groups are free to have social events of their own choosing, however, the MA name may not be used on any flyers or other promotional materials.

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.

The only Marijuana Anonymous approved activities are meetings, District/Region Service Committee meetings, the MA World Service Conference and MA Convention.

### Suggested District/Region Special Events

**July** – Seventh Tradition month: A basket is passed a second time at each meeting and monies collected are kept separate from the meeting's usual seventh tradition. At the end of the month, monies from all meetings in the district/region are sent to the DSC/RSC meeting, counted and sent directly to MA World Services.

**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.

### Fundraising

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

If an individual member or group of members wants to have a fundraiser directed to persons who are not members of MA (i.e. a yard sale) and donate the proceeds to MA, they may do so. However, they may not utilize the Marijuana Anonymous name on any flyers or other promotional materials.

The sale of literature and other MA 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 *A New Leaf* newsletter editions).

## Chapter 15 – Guidelines for District/Region Treasurers

Although emphasis is placed on the fact that Marijuana Anonymous has "no formal organization," there are positions that must be filled in order for MA to function. There are tasks that must be completed at the district level so that MA World Services can accomplish its obligations. It is imperative that all of the accounting for all of the districts using the MA corporate tax ID number be done properly for tax purposes. MA World Services is a legal corporation as well as a twelve-step program, and in order to maintain our tax-exempt status we must maintain accurate and auditable records. The following guidelines are also good business practices for the financial safety of each region or group, whether using the corporate tax id number or not.

Each DSC/RSC should have its own checking account. The address on the checks should be the local DSC/RSC 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. 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 is 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.

The checking account for each district/region should have at least two people able to sign on the account. This is so that if anything happens to one of them, committee business can still be taken care of. The person who is able to sign should be a matter of record in the minutes of the DSC/RSC meeting each time a new treasurer is elected.

Every month, a treasurer's report should be filled out, and the bank account should be reconciled to the bank statements. Copies of the monthly treasurer's report should be distributed to the GSRs at the next service committee meeting. The GSRs should read the reports and confirm that all expenses were agreed to, then take them back to their own meetings. All income as well as all expenses should be recorded in this report — whether by check, cash, or debit.

If a district chooses to use the MA World Services tax ID, the MA World Services Treasurer can provide you with the correct ID number to use on the account. If the district is using the MA World Services tax ID, 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 MA World Services*, must be sent to the MA World Services Treasurer. This will become part of the permanent records for each district.

MA World Services provides technical financial reporting assistance and training for the purpose of filing timely monthly reports. MA World Services 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.

The right of a district to use the MA World Services tax ID number may be revoked should said district fail to provide the required monthly reports and reconciled bank statements to the MA World Services Treasurer and/or Accountant in a timely manner. The suggested deadline is 35 days after the end of the month, but special circumstances will be taken into consideration. In no event will it be acceptable for a district to fail to provide reports in time to meet our annual tax filing deadline. The MA World Services Treasurer will send a written notice of proposed revocation of permission to use the MA World Services tax ID to the non-compliant district by registered/certified mail, and will provide a 30 day period in which the district may respond by bringing itself into compliance or showing evidence of existing compliance to the MA World Services Board of Trustees. For good cause, the requirement of revocation may be waived by a vote of the Trustees.

Pay attention to the MA World Services financial statements and verify that the amounts your district has donated to MA World Services agree with what your records show. Sometimes a check written late in the month will not show up until the next month on MA World Services 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 MA World Services Administrator may have made an error and credited your contribution to another district.

Remember, if your district does not make its reports to MA World Services in a timely manner, then your district cannot be included in MA World Services accounting and tax returns, nor can you use the MA World Services tax ID for your checking account. If your district is not included under this tax-exempt umbrella, 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 the MA World Services Treasurer. Treasurers who cannot handle these tasks should consider turning their responsibilities over to another member.

## **District Treasurer Procedures**

### **Maintain Checkbook**

We recommend that you pay all bills with checks, not in cash

- Write checks in numerical order

- Deposit total income for each month, count your cash carefully, deposit amount should match monthly report
- Keep a check register with a running balance using a spreadsheet for ease and accuracy, but writing it by hand in the checkbook can suffice
- If checks have been outstanding for several months, follow up with the payee, and void/reissue (or add back in the balance) if necessary

### **Prepare Monthly Report**

This will be easier and more accurate in a spreadsheet. Use the MA World Services approved template, which contains tabs for each month, and automatically feed to the annual summary tab and a section for bank reconciliation. Avoid creating a separate report for your district.

- Enter beginning balance for the year, checking with the MA World Services accountant to be sure it is the same as the ending balance from the last year
- Enter income received during the month and all checks written during the month whether they cleared or not, avoiding starting and ending your report mid-month which creates confusion
- Enter event/other income in separate sections with explanations, adding notes to explain type of events and other expenses (if the event title is unclear, explain the type of event)
- Do not erase formulas which automatically total sections & calculate your ending balance
- Send a report and copy of bank statement to MA World Services accountant each month

### **Balancing the Checkbook (Bank Reconciliation)**

- This is important so you know how much money is in the bank, even if some checks have not cleared yet. Do this each month, otherwise it will be impossible to balance the next month.
- Verify all checks and deposits that cleared the bank, making corrections in the report if amounts differ
- Enter interest and bank charges on the report
- Enter all outstanding checks that have not cleared the bank, and all deposits that have not been deposited in the bank reconciliation detail section
- If you get an error message, double check each transaction

### **Banking**

- If you need to open a new bank account, ask the MA World Services Treasurer for the corporate tax ID, articles of incorporation and tax-exempt letter
- Tell the bank that your organization is a non-profit corporation under section 501(c)(3)
- Set up the bank account so that statements end at the end of the month

### **Conference**

- If hosting an MA World Service Conference, decide whether or not to open a separate bank account
- Keep a separate worksheet with details on registration payments by districts/regions (identify which ones) and expenses, verifying that total income/expenses on the worksheet match totals reported on monthly reports

### **Convention**

- If hosting an MA World Services convention, decide whether to open a separate bank account
- Keep a separate worksheet with details on income/expenses, showing transactions, dates, and some description
- Account for cash received at the door and what it was spent on, with net amount showing up as a bank deposit
- Total income/expenses on the worksheet should match monthly reports

### **Ask for Help!**

- Ask the previous treasurer to train you, and to be a resource as you are getting started
- If you are stuck, ask the MA World Services accountant to help you troubleshoot the problem
- If bank reconciliations have not been done for a time when you assume the position, send the MA World Services accountant copies of all bank statements and check registers, and they will give you adjustments to get to a good starting balance

### **Communications**

- Send your contact info (phone and/or email) to the MA World Services accountant
- Inventory your books/chips at year end (June 30) and send to the MA World Services accountant

\* If you don't have access to a computer, you may use the manual treasurer's report on the following page. You will need to do your bank reconciliation by hand using the worksheet on the back of your bank statements and make copies of the report, bank statement and bank reconciliation and mail to the MA World Services accountant.

# Treasurer's Form

## TREASURER'S REPORT TO DISTRICT and WORLD SERVICE

DISTRICT \_\_\_\_\_

DATE \_\_\_\_\_

	Checking	Savings	Total
<b>BEGINNING BALANCE:</b>	\$ _____	\$ _____	\$ _____
<b>INCOME FOR MONTH:</b>			
7th Tradition Received	_____	_____	
Events - Describe: _____	_____	_____	
Interest	_____	_____	
Other _____	_____	_____	
_____	_____	_____	
_____	_____	_____	
<b>TOTAL INCOME:</b>	+ \$ _____	+ \$ _____	+ \$ _____
<b>EXPENSES FOR MONTH:</b>			
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 _____	_____	_____	
_____	_____	_____	
_____	_____	_____	
<b>TOTAL EXPENSES:</b>	- \$ _____	- \$ _____	- \$ _____
<b>TRANSFERS:</b>			
Savings to Checking	+ \$ _____	- \$ _____	
Checking to Savings	- \$ _____	+ \$ _____	
<b>CHIPS SOLD</b>	+ \$ _____	+ \$ _____	+ \$ _____
<b>CHIPS PURCHASED</b>	- \$ _____	- \$ _____	- \$ _____
<b>LIFE WITH HOPE SOLD</b>	+ \$ _____	+ \$ _____	+ \$ _____
<b>LIFE WITH HOPE PURCHASED</b>	- \$ _____	- \$ _____	- \$ _____
<b>*ENDING CASH BALANCE:</b>	= \$ _____	= \$ _____	= \$ _____

# Part 4: MA World Services

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## Chapter 16 – The Relationship Between the Society of MA and the MA World Services 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 GSR, the delegates, trustees, and committee members all serve at the direction 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 society. MA as a fellowship 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 in carrying the message to the addict who still suffers.

A non-profit corporation, Marijuana Anonymous World Services, was formed to accomplish the necessary business affairs to support MA as a whole. The purpose of the corporation is to provide services that are necessary for the Society of MA to function. The corporation is a legal entity and is 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.

Tax and corporation laws require that money be fully accounted for and tax returns properly prepared. Each group and District/Region Service Committee is responsible for its own financial affairs. A District/Region may operate as an unincorporated association, if it has an annual gross income of less than \$5,000. If it exceeds the income limit, it would have to incorporate as a taxable or non-profit corporation and file an annual tax return. Alternatively, a district may choose to use the MA World Services tax ID number (not applicable to regions). In that case, it may use the tax ID to open a bank account and must report its financial activity to MA World Services to be included in annual tax returns. If a 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 that does not meet the standards will not benefit from the MA World Services non-profit status and cannot use the corporate tax ID number. However, it can be a part of the Society of MA.

Laws require a corporation to have shareholders, directors, and officers. The shareholders of the corporation have been defined as the Members entitled to vote at the annual conference. This includes delegates, trustees, and voting committee chairs. The Trustees of the Society of MA also serve as directors of the corporation. The MA World Services Corporation is a non-profit incorporated under the laws of the state of California, USA. 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 17 – Conference

### Delegates and Regional Representatives

Each district elects up to two delegates, or non-voting regional representatives, and an alternate(s) whose primary responsibility is to represent the conscience of a District Service Committee (DSC)/Regional Service Committee (RSC) to the MA World Service Conference. The Third Legacy Procedure should be used in electing such representatives ([read more about The Third Legacy Procedure](#)). Delegates/regional representatives should be chosen at least 90 days prior to a conference to allow them sufficient time to become familiar with the conference agenda. Outgoing delegates/regional representatives will ideally serve as "service sponsors" to incoming delegates/regional representatives

The primary responsibility of delegates/regional representatives is to serve as liaison between the district/region and MA World Services throughout the year beginning with each conference. This responsibility starts with delegates attending the MA World Service Conference and voting on all matters that are to be decided utilizing their own independent judgment, based on conference discussions, and informed by their district's group conscience. Delegates vote on policies affecting MA as a whole and participate in the selection of Trustees. Regional representatives are welcome to attend a conference but are not permitted voting rights.

Conference attendees participate on one or more committees at the conference and are asked to continue participation throughout the following year. Attendees are responsible for reporting on world-service level activities to their Districts/Regions throughout the year. They should also provide updated contact information for their DSC/RSC officers so MA World Services can communicate with them regarding world-service level activities and issues that are within their purview. Attendees should provide trustee quarterly summaries and MA World Services financial reports to their service committee on a regular basis.

A delegate serves as a voting member in the MA World Services nonprofit corporation and as such must meet all legal requirements as stated in the *Bylaws of Marijuana Anonymous World Services, a California Public Benefit Corporation*, including the sobriety requirements stated in *Article V*: "All [delegates] must be sober. Sobriety is defined as abstinence from marijuana and

all mind-altering substances, including alcohol.” The delegate thus participates in decisions that are necessary for carrying out the business and legal affairs of MA World Services. ([See the complete bylaws in Appendix I](#))

The delegate/regional representative has an important responsibility to report the conscience of the district/region for which they speak. An essential part of their service is to attend the MA World Service Conference. Conference attendees should be prepared to work in a cooperative and helpful manner over long hours and sometimes trying circumstances.

Conference attendees should forever strive to place principles before personalities. They ought to listen carefully and respectfully to differing opinions and tolerate fairness of debate. They should seek to streamline and further the fair decision-making process, and to avoid unnecessary disruption of the process of debate and decision.

The debate and decision process involving scores of conference attendees 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 Appendix II: Parliamentary Procedure](#)). The delegate/regional representative should read and understand these rules and be prepared to follow them.

Attendees should strive to avoid issues of personality and prestige. Our *Third Legacy Procedure* is designed to remove issues of politics and prestige from the process of selecting persons to serve in positions such as trustee, delegate, or regional representative. Conference attendees should seek to avoid engaging in a campaign or political process and should seek to avoid ego and disappointment concerning their own role in the MA service structure.

After the conference, delegates/regional representatives return home to report on what took place. This is an important step in preserving the unity of MA as a whole. At least one delegate/regional representative should attend each DSC/RSC meeting to assure that all members have an opportunity to know what is being done at the world-service level to further the purposes of MA. The delegate/regional representative should provide a copy of the final conference report to their service committee, which should then make it available to all area members. Regular communication with GSRs in their district/region helps assure that the delegate/regional representative is speaking for the groups. When a delegate casts a vote at the conference, they should have in mind that this decision must soon be explained back home. This is an essential part of the democratic process. Also, delegates may need to be polled between annual meetings of the MA World Service Conference in accordance with Article 9 of the Conference Charter ([see The Conference Charter of Marijuana Anonymous in Appendix I](#)).

The term of office for delegates is one year, and they may serve no more than two consecutive terms. The 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.

## **Delegate Responsibilities**

During the year, the responsibilities of delegates include:

### **Attend the MA World Service Conference:**

- Submit beforehand, and present at the conference, a written status report on the district/region and its meetings
- Vote on conference items utilizing their own independent judgement, based on conference discussions, and informed by the district's group conscience
- Serve on MA World Services committee(s) at the conference and throughout the year

### **Report at DSC Meetings:**

- Conference information
- Trustees quarterly summary
- Ongoing activities of MA World Services committees
- MA World Services quarterly financial report

### **Act as Liaison Between MA World Services Treasurer and DSC Treasurer:**

- If a district uses the MA World Services tax ID number, ensure that financial statements are sent to the MA World Services Treasurer in a timely fashion

### **Keep MA World Services Informed and Up to Date:**

- Submit meeting schedule changes to the Administrator
- Submit contact information for district officers and chairs to the Administrator
- Report the conscience of the groups and districts/regions to MA World Services (agenda@marijuana-anonymous.org) in setting the next conference agenda by a date that is four months prior to the conference, and at the conference
- Act as service sponsor to successor delegates/regional representatives, informing them of their duties and what to expect at the conference.

## **Chapter 18 – Trustees**

MA World Services has Trustees, whose responsibility is to conduct MA World Services work throughout the year. Trustees' responsibilities are custodial in nature. The Board of Trustees defines each trustee job description, which is fluid in nature. Trustees are trusted servants; they do not govern. Major decisions that affect MA as a whole, either financially, legally, or publicly, are deferred to group conscience as expressed at the MA World Service Conference.

Trustees generally meet online and/or by telephone conference call at least monthly. In these meetings, they monitor and coordinate the progress of world-service level 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 elected according to The Third Legacy Procedure ([see Appendix II: Parliamentary 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 legally as directors of MA World Services. The bylaws detail the terms of office of the trustees ([see the complete bylaws in Appendix I](#)).

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 MA World Services and therefore a trustee must be prepared to accept that their name may be revealed publicly.

Trustees are required to notify others holding elected/appointed world-service level positions when their ability to fill a position is in jeopardy. Time to respond and to improve their service should be given, as well as an 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 MA World Services 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 (email).
- Unanimous written consents do not violate the new agenda law, as provided for in California Corporations Code §7211(b), where 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. In such circumstances, 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 Google group (or currently appropriate and agreed upon group communication medium) – the issue at hand, or 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 trustees who also serve as corporate directors. 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, including alcohol, is required. One year of delegate experience is recommended.

The following are responsibilities and conditions expected of all trustees:

- Two years of sobriety from marijuana and all mind-altering chemicals, including alcohol, is required
- Understand and work within the Twelve Traditions and Twelve Concepts for Service of MA
- Facilitate regular (1-2 times a month minimum) communication among trustees
- Respond to questions and requests for help in a timely manner (10 calendar days or less)
- Prepare a quarterly report and submit it to the board of trustees by uploading it in the appropriate Google Drive folder

- Attend and participate in all trustee meetings
- Post report of quarterly activity to trustees' online system in advance of each trustee meeting
- Act as Chair for their specific committee at the annual conference, or appoint a suitable chairperson
- Maintain regular (12 times a year minimum) communication with other trustees
- Annually review job description in the service manual, and if changes are needed, draft conference agenda item to make the changes
- Prepare a written report of annual activities, uploading the report in the appropriate Google Drive folder in advance of the conference, and presenting the report at the annual conference
- Direct the work of their conference committee throughout the year and meet all mandated deadlines as directed by the conference and the service manual
- Must have reliable access to internet and email

### **President**

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

- Act as first point of contact to Office Administrator for operational concerns
- Following each conference:
  - Prepare, and assign to appropriate trustee, and distribute the conference action item list, following up to ensure the tasks are completed
  - Ensure notification of the host districts for future conferences and conventions, as decided at the conference
  - Create and circulate the prior year's trustee roster and a new trustee roster to the current trustees/alternate trustees
  - Review conference minutes as prepared by the Office Administrator for accuracy and approve distribution to the fellowship
  - Prepare, distribute, and include the conference's trustee organizational meeting minutes on the next trustee meeting agenda for approval
  - Encourage and support all other trustees, the Office Administrator, ANLP volunteers, and delegates to give their best effort in service to MA
  - Chair trustee meetings or ensure a suitable chairperson is available
  - Organize conference agenda committee, and ensure agenda is drafted at least 90 days prior to conference
  - Schedule interim trustee meetings, ensure that the Secretary (or another designated party) drafts and distributes agenda prior to each trustee meeting, and ensure meeting time and place is arranged
  - Facilitate dispute resolution amongst trustees, if they arise
  - Be available as a resource to the MA World Services Office Administrator, Trustees and MA in general
  - Act as liaison (along with Literature Trustee) to A New Leaf Publications
  - Take reasonable action to ensure commitments of MA World Services are met

- Annually review the Office Administrator job description, submitting changes if needed to the Board of Trustees for approval
- Proactively plan for the growth of MA

### **Secretary**

Approximate hours per month required to perform job: 6

- Make teleconference meeting arrangements for trustee meetings outside of conference and provide instructions to trustees and meeting participants
- Take Minutes of the trustee meetings and forward drafts to trustees for approval following each meeting
- Send approved trustee quarterly summaries to delegates, Office Administrator, A New Leaf Publications, and trustees
- Provide meeting minutes to Office Administrator to archive
- Facilitate voting on trustee conference calls, including taking roll call, confirming that a quorum is present, and tallying votes along with the President

### **Treasurer**

Approximate hours per month required to perform job: 12

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

- Maintain bank account records and ensure that deposits and bill payments are made
- Manage, in conjunction with the Internet Trustee when appropriate, all online financial accounts and services including online payroll, and payment and accounting services
- Act as liaison to bookkeeper, accountant, and tax preparer, ensuring their access to financial records as appropriate
- Act as liaison to district treasurers, and collect monthly financial reports from districts using the MA World Services tax ID number (EIN) when appropriate
- Provide quarterly financial reports to trustees, delegates and ANLP, including income and expense statements, comparison of actual and budgeted expenditures, and a narrative or executive summary suitable for presentation at DSC meetings
- Ensure that control of bank accounts and online financial services is transferred to successor within 30 calendar days of assuming the position, and ensure sufficiency of written accounting and transition procedures
- Ensure that accounting, payroll and other financial systems meet the needs of the fellowship

### **Literature**

Approximate hours per month required to perform job: 8, depending on projects

- Oversee creation of new literature, including foreign language translations

- Act as liaison to ANLP and Districts/Regions for all matters concerning MA World Services literature

### **Hospitals and Institutions**

Approximate hours per month required to perform job: 6

- Respond to inquiries and requests from hospitals and institutions, and other inquiries pertaining to MA in such facilities
- Explore and develop assorted media to facilitate meetings and help districts and regions to carry the message to hospitals and institutions
- Be a resource for districts, regions, and independent meetings that inquire about carrying out H&I work within their jurisdiction
- Review and update as appropriate the H&I Handbook

### **Public Information**

Approximate hours per month required to perform job: 8

- Work proactively to inform organizations about MA and what we do by mail or email (i.e. hospitals, jails, counselors, wellness centers, crisis hotlines, treatment centers, and schools) and update such organizations with information about how to reach us, and design and facilitate mass mailings in areas not presently covered by districts/regions
- Respond to inquiries that may come in from any institutions and be ready to answer questions about MA, understanding Tradition Ten with a focus on Tradition Five.
- Explore and develop public service announcements (PSAs) in a variety of formats, including but not limited to:
  - Flyers to post in any publicly visible and appropriate space—bulletin boards, telephone poles, schools, wellness centers, grocery stores, etc.
  - Radio and video PSAs
  - Press releases in newspapers and magazines
  - Social media websites
- Be a resource for districts/regions and independent meetings that inquire about carrying out PI within their jurisdiction

### **Policies and Procedures**

Approximate hours per month required to perform job: 6

- Ensure that the Service Manual is updated as needed and presented to the conference for approval when significant updates are made
- Proactively explore and present ideas to improve upon the Service Manual
- Work proactively to understand and ensure that MA World Services adheres to the Twelve Traditions of MA

- Address issues that need clarification of MA World Services policy, and revise and improve MA World Services policies and procedures as directed by the conference and/or trustees

### **Internet**

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

- Help promote MA online
- Manage MA World Services technical properties including websites, mobile app, and worldwide database of meetings
- Proactively develop new ways to use information technology to carry the message to the addict who still suffers
- Ensure that third-party vendors for technical properties (i.e. web hosting, payment processing and code repositories) offer a competitive value
- Monitor and report on statistics for the MA World Services internet properties
- Recruit and supervise webmaster, system administrators, and software developers for the MA World Services internet properties
- Maintain access credentials for the MA World Services internet properties including website, database, service providers, codebase repositories, and app store accounts
- Serve as custodian of the MA World Services codebase and signing keys for the mobile app and other custom software developed by or for MA World Services

### **Outreach**

Approximate hours per month required to perform job: 6-10

- Follow up by phone or email with people who have received New Meeting Starter Kits (sent by the Office Administrator) to answer questions and provide guidance
- Maintain a minimum of quarterly correspondence/contact with independent meetings via an email newsletter, or at the discretion of the trustee
- Assist Office Administrator in gathering independent meeting information for worldwide directory updates
- Act as liaison between independent meetings and MA World Services
- Act as liaison to non-US districts and independent meetings
- Facilitate participation of non-US delegates in MA World Services business
- Proactively develop ideas and strategies that support worldwide MA growth, with special consideration and care being made when interacting with international communities in respect to potential differences in culture and community
- Confer with trustees, Literature committee, and ANLP regarding translations of MA World Services literature and media
- Monitor and respond to inquiries made to Outreach email address on a regular basis

## Conferences and Conventions

Approximate hours per month required to perform job: 4

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

## Chapter 19 – The MA World Service Conference

MA World Services usually holds its annual conference in May each year. The location of the conference is determined two years in advance by a conference motion. There are guidelines in place for districts interested in hosting the conference (see *Guidelines for Conferences* below).

The MA World Service 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 MA World Services work is performed. Trustees and committee chairs are selected at the MA World Service Conference. The event also provides the opportunity to meet MA members from other districts/regions and share experience, strength and hope. This sharing provides the unity that binds all members to our common purpose.

The MA World Service Conference usually occurs over the United States observed Memorial Day weekend each year. At the conference, an opening session occurs where the conference body discusses general points of interest and approves the agenda. Much of the actual work of the conference is conducted in break-out committee meetings. There are several committees. Each voting conference member is a member of one or more committees and is assigned by the Conference Agenda Committee before the conference. Each committee conducts its work, prepares reports and recommendations to be voted on at general sessions, and plans its work for the coming year.

During general sessions, trustee elections occur following *The Third Legacy Procedure*, and committees and members make proposals. It is in general sessions where decisions are made that affect the society of MA as a whole and MA World Services. Because these sessions have a large number of members in attendance and the agenda is frequently quite full, general sessions are formal and often conducted strictly under the modified form of *Rules of Order*. These rules are applied to assure that the business meetings stay focused and organized. ([\*See Appendix II: Parliamentary Procedure\*](#))

The procedure for obtaining conference approval of Work is set forth in *Conference-Approved Material – Definitions (below)*. The term “Work” is defined as any artistic work or composition including, but not limited to, text, graphics, audio, and video.

## **Guidelines for Conferences**

### **MA World Services will be responsible for:**

- Electing a conference chairperson, with the suggestion that this person have at least one year clean and sober, defined as abstinence from marijuana and all other mind-altering chemicals, including alcohol
- Trustee transportation to and from hosting city
- Providing an agenda at least 90 days prior to conference
- Coordinating trustee housing expenses with the host district
- Working with the host, as necessary, to obtain liability insurance for the event
- Becoming fully self-supporting in financial responsibility of sending its trustees to the MA World Service Conference, including housing, food and transportation
- Expenses of conference and break-out rooms, including any necessary equipment

### **Host will be responsible for:**

- Transportation to and from meetings for registrants throughout the event
- Information packet including map, hotel, restaurants, etc. to be sent to registrants prior to the conference
- Making available report-producing instruments such as printers, copiers, etc.
- Providing beverages for meetings and breaks
- Planning of breakfast and lunch for registrants, with information being sent to delegates and trustees prior to conference
- Obtaining liability insurance for the event, naming MA World Services as an Insured or Additional Insured

### **Home Districts (any district sending a delegate to conference) will be responsible for:**

- Delegate transportation to and from conference city/location
- Delegate registration and payment of fees to cover additional housing and food

## **Conference Members**

The Members of the conference are the trustees, delegates, and appointed or elected MA World Services committee heads and coordinators. Each district, under present rules, can send two delegates to the conference. In addition, there are trustees that were elected at the previous year's conference. Trustees are elected at the conference according to the Third Legacy procedure. (Appendix II—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* and the *Bylaws of MA World Services* ([see Appendix I: Foundation Documents](#)).

## Conference Committees

All Conference attendees are assigned to one or more committees, except for the MA World Services President who is an ex-officio member of all committees. Members are expected to continue their committee participation throughout the following year. Every committee is chaired by a trustee or appointee assigned to it.

The committees and their responsibilities are:

- ***Literature Committee*** — drafting and recommending for approval all MA literature and media. Good quality literature is one of the most important service responsibilities of MA. This 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.
- ***Finance Committee*** — organizing the financial affairs of MA World Services. The committee drafts an annual budget and recommends other financial priorities. It also supervises work during the year of the MA World Services Treasurer and associated special workers.
- ***Policies and Procedures (P&P) Committee*** — addressing issues concerning the structure and organization of MA World Services, debating and recommending changes in the structure of MA. It also considers the relationship between MA, MA World Services, and the legal rights and obligations imposed by the communities in which MA exists. The P&P Committee is also responsible for the Service Manual and all other documents which affect the organization and structure of Marijuana Anonymous.
- ***Hospitals and Institutions (H&I) Committee*** — setting forth guidelines to MA members on service at hospitals and institutions. It reviews the H&I Handbook, related pamphlets and literature, helps service bodies 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.
- ***Public Information (PI) Committee*** — setting forth guidelines to districts/regions on organizing and maintaining outreach to the general community, including creating a PI

- handbook, public service announcements(PSAs), and other recommended guidelines to be used by service bodies, as well as the MA World Services Office Administrator when communicating with the public at-large.
- ***Conferences and Conventions (CoCo) Committee*** — acting as liaison between past, present, and future conference hosts and convention teams to facilitate communications, information sharing, and collaboration. It works closely with other responsible committees to distribute information, develop an information repository, and related tasks such as online registration (e.g. mawsconference.org), budget development, and district/region support. This committee also bears primary responsibility for developing and implementing remote conference attendance and voting.
- ***Internet Committee*** — serving all of the MA World Services internet-related functions, investigating and developing ways to carry the message of recovery to marijuana addicts worldwide.
- ***Outreach Committee*** — supporting the primary purpose of carrying the message of recovery to marijuana addicts by facilitating correspondence with members throughout the world. The committee facilitates international growth and connection through communication, ensuring that members are aware of the support it offers.
- ***Ad-Hoc Conference Agenda Committee*** — collecting agenda items from delegates and members for consideration at the annual conference and consolidating them into the formal Conference Agenda Items document with appropriate support materials. This agenda must be distributed to conference Members at least 90 days before the event. The committee also assigns each business item to the appropriate conference committee, assigns registrants 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.

## **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 sessions. Committees may submit motions that arise out of their break-out meetings. 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 body.

### ***Examples of Motions:***

*Motion to accept the 2020 MA World Services 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 entire conference body, when, in fact, it may not.

### ***Example of a Recommendation in a Report:***

*Recommendation from P&P Committee: Delegates present minutes of MA World Service 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 General Sessions of what issues were discussed and voted on in committee. They do not require action by the General Session.

### ***Example of a Report:***

*The Finance Committee voted to submit the attached budget for approval by the conference body.*

### **Guidelines for Writing a Conference Agenda Item**

Agenda items are submitted to the Ad-hoc Conference Agenda Committee for inclusion on the agenda for the conference four months prior to the actual event. They should adhere to the following format and should provide enough information for the item to be understood. The function of an agenda item is not to direct a particular MA World Services committee to take on any specified project. Instead, any member interested in forwarding any particular project is encouraged to participate actively in the relevant committee.

## **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 anonymous.

**BACKGROUND/ORIGIN:** A concise explanation of the rationale behind the proposed 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 body. If further editing of the Work is deemed to be appropriate, the motion to seek conference approval shall be either withdrawn or 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:** *John K., A Member of District 99*

**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 to 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, forgetting to put them on silent, so those 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.

## **Conference-Approved Material – Definitions**

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

The term “Work in Process” is defined as any Work that has been conceived, drafted, revised, or completed, but has not been approved by the conference. With the exception of conference approval, the conference body 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.

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 body. If further editing of the Work is deemed to be appropriate, the motion to seek conference approval shall be either withdrawn or tabled until such time as the edits have been completed and the revised version of the Work becomes available in its entirety.

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, Audio PSAs, Video PSAs, etc.) that appropriately describes the media associated with the Work and/or the intended purpose of the Work.

Each new edition of *Life with Hope, A Return to Living through the 12 Steps and 12 Traditions of Marijuana Anonymous* (LwH) and the *Life with Hope 12 Step Workbook* (LwH Workbook) shall be conference-approved prior to publication. The term “new edition,” as used in this paragraph, is defined as any substantial change to the content of a previous conference-approved edition of the LwH or the LwH Workbook.

The term “Proof,” as used above in the section Guidelines for Conferences - Conference Committees - Literature Committee, is defined as a conference-approved Work submitted to the Literature Committee for review prior to being transmitted to A New Leaf Publications for publication.

## **Service Manual Revisions**

New editions of this Service Manual or changes to it shall be approved by the Conference. The various Handbooks belonging to the MA World Services Committees need not appear in the Service Manual and shall not require conference approval, but instead shall be submitted to the

Board of Trustees for approval after being approved by the relevant committee. Similarly, the job descriptions for MA World Services special workers need not appear in the service manual and shall not require conference approval but can only be revised with approval by the Board of Trustees.

# Appendix I: Foundation Documents

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## 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 perpetrators 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 Traditions, 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.

## The Meaning of the Conference Charter of Marijuana Anonymous

The Conference Charter of Marijuana Anonymous is a body of principles by which the MA World Service 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 MA World Services, setting forth the guidelines by which MA World Services can best serve MA as a whole while maintaining the Twelve Traditions of MA.

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 open to amendments that reflect new conditions and ideas.

## The Conference Charter of Marijuana Anonymous

*Originally adopted at MA World Service 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 Services 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 body guides, advises and makes policy for the MA World Services 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, email 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 Traditions of MA, 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 nor 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.

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

Amended by the MA World Service Conference, May 1995

Amended by the MA World Service Conference, May 2006

*\* See attached copy of the 1989 resolution*

# 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 for 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)

*\*Note: names and addresses omitted from service manual in the service of anonymity.*

## 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 Services Corporation members, hereafter referred to in these Bylaws as "Members," (capitalized to distinguish Corporation Members from the term, "member," which can include any member of the larger fellowship of Marijuana Anonymous), 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 Services 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 Members shall be held at any place within or outside the State of California. The term "meeting" in these bylaws is equivalent to the term Marijuana Anonymous World Service Conference.

### **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 contributions from Convention committees and ANLP, small contributions to MA World Services from individual members are acceptable, if in a sum small enough to not influence, or have the appearance of influencing MA World Services. Such gifts are not generally to be accepted if they exceed 2% of the MA World Services annual budget or \$1,000.00, whichever is greater.

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

Members, by way of vote at Conference, or, if there are time constraints, the Directors, 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 an MA World Services corporation Member.

### **Section 3. Termination of Membership**

Any Member may voluntarily resign by written notice or email to the Directors 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. Unless serving the initial two-year term as a Trustee/Director, a Member's term shall be one year, commencing at the beginning of the annual Conference and ending at the beginning of the following year's Conference.

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 ninety days before the meeting shall be provided.

The Ad Hoc Agenda Committee shall create a written document giving notice of agenda items to be acted upon at the annual meeting no less than 10 days nor more than 90 days prior to the meeting. This document shall be sent by email to all of the Districts of Marijuana Anonymous through their elected delegates, and to independent meetings and other members of the Fellowship of Marijuana Anonymous whose address is on record at the office of the Administrator of MA World Services. Nothing in this provision shall preclude motions from the floor and/or from the Committees at the annual meeting of Members.

#### **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 through 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 (in person or by approved remote participation) at the meeting to vote. Members confirmed as participating remotely through technology are considered present.
- 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 who are elected pursuant to the Third Legacy Procedure) 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**

An MA Fellowship member (defined as any person who attends and/or participates in the recovery activities of Marijuana Anonymous) must be present, in person or via technology, at the annual meeting of Members to be elected to a position as Director. Directors (the term Trustees shall be equivalent to the term Director throughout these Bylaws) shall be elected at the annual meeting of Members. 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. Directors are elected pursuant to the Third Legacy Procedure as defined in the Service Manual of Marijuana Anonymous World Services.

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**

Any self-identified MA member must be present, either in person or through technology, at the annual meeting of Members to be elected as a Director. 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 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 Conference and/or Fellowship 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 meeting or meetings of Members, 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 meetings of Members, 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 meeting of Members.

### **Section 2. Number and Qualification of Directors**

The authorized number of Directors shall be an odd number, not less than seven nor more than 21. 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 choosing to run for additional one-year terms shall be duly elected pursuant to the Third Legacy Procedure. Directors shall be elected at the annual MA World Service conference meeting, terms to begin upon adjournment of the same meeting and expiring either one or two years later upon adjournment of the annual MA World Service 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 MA World Service 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 special meeting of the Members held for that purpose. Each Alternate, including an Alternate elected to fill a vacancy or elected at a special meeting of Members, 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 Director(s) by  $\frac{3}{4}$  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 MA World Service Conference or any special meeting of the Members 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, one full conference cycle shall 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 a 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 or email to the other Trustees or the Secretary.
- c) Removal. Any Director may be removed by a three-fourths vote of all the voting Members. Votes regarding removal of a Director may be cast either at a meeting of the Members 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 Member's meeting for this purpose can be conducted by phone, mail, email, 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. 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 a 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:

- a) approval of contracts or transactions in which a director has a direct or indirect material financial interest,
- b) appointment of committees and
- c) 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 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 circumstances 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 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 the corporation before final disposition of the proceeding upon 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 Non-directors and Non-officers**

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, upon 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, 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 voting Members.

### **Article XIII—Disclaimer of Right to Control**

In relation to the Society of Marijuana Anonymous, the Marijuana Anonymous World Services Corporation exists solely to provide support for the Society of Marijuana Anonymous. The corporation has no right to supervise or 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\*](#))

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 Members of Marijuana Anonymous World Services 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\*](#))

The Marijuana Anonymous World Services 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 Services 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\*](#))

## **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.

### **A New Leaf Publications Charter**

*Approved and adopted by MA World Services Board of Directors 5/24/98 and  
Approved for incorporation into MA 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, property, 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 MA World Services. 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 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 MA World Services, 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 masthead 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 ensure 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
  - 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 email 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 originals 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.

# Appendix II: Parliamentary Procedure

## *Rules of Order as Adapted for Marijuana Anonymous*

The MA World Service 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 is 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 originator 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 the 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 votes a “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 the MA World Services 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.” Members may wish to consider asking for continued discussion instead. Concept 6 states: A “*Right of Appeal*” exists to protect minority opinions and to ensure that all viewpoints have been considered in the decision-making process.

## 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 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 names 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 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.

## Appendix III: Convention Guidelines

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Conventions are events where MA members come together to celebrate our recovery and enjoy the fellowship of others. Each convention (and the host planning committee) should follow the same Twelve Traditions that are followed at the group and district/region levels.

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

If convention hosts are not determined two calendar years in advance, a district/region may make its desire known to the trustees between conferences to serve as host. To ensure that districts/regions 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/regions discuss their desire to host a convention at their DSC/RSC (and at individual meetings) and bring that group conscience to the next conference. The decision to host a convention should have support from as many of its 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/region hosting the next year’s convention.

While the primary purpose of a convention is not to raise money for MA World Services, convention hosts have historically donated some or all of the profits from the event to MA World Services. In fact, a 1995 motion stated that all monies in excess of \$1,000 should be donated to MA World Services. The remaining \$1,000 serves as “seed money” to be passed to the next year’s convention host, or to MA World Services, which can then pass the money to the next year’s host. This tradition of passing seed money on to the next convention host began after our first in 1995.

It is preferred that a convention host district/region use its own established bank account, but records must be kept which separate convention funds from the service committee’s basic operating funds. If a bank account (existing or new) is used which utilizes the MA World Services tax ID number, accurate bookkeeping records must be submitted in a timely manner to the MA World Services Treasurer.

## Types of Conventions

Since the first convention in 1995, MA World Services has officially endorsed one convention per year, hosted by a district/region approved at 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 region conventions, usually with an opening meeting on a Friday night, and 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 afterwards. Gender specific meetings have historically been held on Sunday morning before a closing session, which may include a sobriety countdown, birthday cake(s), and/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 a 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 a district/region service committee. In others, the convention committee may be organized separately. Either method works well if it corresponds with the wishes of the MA groups 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 of a convention committee:

**Chairperson:** runs the entire convention by coordinating the work of the sub-committee chairpersons; stays on top of progress of all arrangements; calls committee meetings as they are

needed. It is suggested that 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 meetings to members; 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 MA World Services Treasurer with all convention expenses 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 an agreed upon theme; invites 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 contributions.

**Public Information Chairperson:** (in the case of a large event) makes sure that MA's Tradition 11 (attraction rather than promotion) is followed, and that anonymity is protected when contacting local media.

**Entertainment Chairperson:** arranges 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 event host; organizes a committee that will greet out-of-town guests, arrange transportation for guests when necessary, and see to any other needs they may have. Usually, hospitality members wear special ID badges and are available to answer questions and provide assistance to attendees.

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

## Paying the Bills

The host district(s)/region(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 the costs of meeting rooms, banquet hall(s), banquet meals, and entertainment. A good idea is to sell tickets well in advance of the event.

## Insurance

Convention hosts will need to acquire liability insurance in accordance with the guidelines of the venue where the event is held. Sometimes the venue itself can provide a liability insurance policy for a fee. Other times, hosts may need to “shop around” in the community for a liability policy using limits the venue requires. MA World Services shall be named as an Insured or Additional Insured on the liability policy.

It should be understood that MA World Services does not provide liability insurance for individual meetings or events, whether they be considered independent meetings or are part of a district/region. 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 for 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 motion from the 1995 MA World Service Conference states that “Speakers at the Convention [are] 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 event.

**Note:** “Balance” and “Flow” are two key words in the planning of a convention program, particularly in setting up 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 for 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 Registration*** – Prices and accommodations should be clear on registration forms. Allow enough time for early reservations by sending such 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 as well.

***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.

# Appendix IV: Translated Meeting Formats

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## Suggested Meeting Format, 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, incluso 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 escuche 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— MA World Service Conference May 1991

Aprobado para equipo de iniciación—Conferencia de MA World Service, 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 escuche 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 escuche 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.*



## 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 esos 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 humano 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. | 4) Otros anuncios                         |
| 2) Reporte del Tesorero de la Reunión       | 5) Anuncios de formatos de corte          |
| 3) Reporte de Literatura                    | 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**

<b><u>Ingreso</u></b>	<b><u>Saldos</u></b>
7ma Tradición ..... \$ _____	Saldo Traspasado ..... \$ _____
Ventas de Literatura ..... + _____	
Otro..... + _____	Mas Ingreso ..... + _____
<b>INGRESO TOTAL ..... = _____</b>	Total Parcial ..... = _____
<b><u>Gastos</u></b>	<b><u>Menos Gastos</u> ..... - _____</b>
Alquile..... \$ _____	
Comida/Café ..... + _____	Total parcial ..... = _____
Provisiones ..... + _____	
Compra de Literatura ..... + _____	Contribuciones a DSC ..... - _____
Compra de Fichas ..... + _____	
Otro ..... + _____	
<b>GASTOS TOTALES ..... \$ _____</b>	<b>SALDO FINAL \$ _____</b>
<b>Secretario _____</b>	<b>Tesorero _____</b>

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

# 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 vous 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 7ième 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.