

# NYCMA Service Manual



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# Introduction

## What is Crystal Meth Anonymous?

Crystal Meth Anonymous is a fellowship of men and women who share their experience, strength and hope with each other, so they may solve their common problem and help others to recover from addiction to crystal meth.

The only requirement for membership is a desire to stop using. There are no dues or fees for CMA membership; we are self-supporting through our own contributions. CMA is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; and neither endorses nor opposes any causes.

Our primary purpose is to lead a sober life and to carry the message of recovery to the crystal meth addict who still suffers.‡

## History of NYCMA

In 1998, four crystal meth addicts in New York City met in an apartment seeking a solution. After that first CMA meeting, they gathered each week for several weeks. But the meeting went dark. In 1999, the meeting was resurrected at The Center, then located on Little West 12<sup>th</sup> Street. At that point, CMA in New York took root and the number of meetings grew rapidly. The fellowship was quickly outgrowing the borrowed scripts and word-of-mouth outreach. With the gentle guidance from those who had more experience, NYCMA, or Intergroup, was founded in 2002. In 2004, NYCMA became a 501(c)3 not-for-profit organization.

## Guide to Intergroup Service

CMA's Fourth Tradition says "each group should be autonomous, except in matters affecting Crystal Meth Anonymous as a whole. That is where our Intergroup comes in. NYCMA supports fellows in the area and carries the message to the addict who still suffers by providing services that individual groups wouldn't be able to manage on their own. By having a spiritual body composed of all individual groups, it also helps to avoid duplication of these efforts.

This manual provides a general description of the Intergroup services, structure and roles; it does not cover all aspects of service within NYCMA. It is meant to provide guidance and support for those who are doing service at the Intergroup level, and for those who are interested in doing service with the Intergroup.

‡Adapted with permission of the Grapevine of Alcoholics Anonymous

# **The CMA Group and the GSR**

## **What is a CMA Group?**

A CMA Group is a meeting of addicts sharing their experience, strength and hope to help each other stay sober and recover from addiction to crystal meth. The meeting itself usually meets regularly at specific time and place, but the CMA Group is the spiritual entity that carries the message of recovery to those still suffering.

## **How can I be of service to my Group?**

Groups need trusted servants to keep the meeting running smoothly and open to the newcomer. Service commitments vary from group to group, but examples include chair, secretary, treasurer, sponsorship chair, literature chair, hospitality chair, and greeter. But being of service does not require an established group commitment. Anyone can carry the message by attending meetings, sharing their experience, and reaching out to the newcomer.

## **What is a Business Meeting?**

A business meeting takes care of logistics to ensure that the meeting remains open to those seeking a solution and keeps the CMA meeting time dedicated to recovery. Some matters that may be addressed during a business meeting include finances, format and script changes, service positions and elections, and the Intergroup. As the CMA Group is autonomous, business meetings are held as often as a group chooses.

## **What is the General Service Representative (GSR)?**

The General Service Representative is the group's link to the Intergroup. The main responsibilities of a GSR are to represent your group and its group conscience at the monthly Intergroup meetings and to report back to your group about NYCMA and the CMA General Service Organization (GSO) after each Intergroup meeting. Keeping the fellowship informed about the latest from NYCMA and General Services is essential, and communicating and providing feedback to the trusted servants from both areas helps them improve services and provide support to the groups.

# NYCMA, or the Intergroup

## What is the Intergroup?

The Intergroup is a spiritual body that provides services for local CMA groups that individual groups may not be able to do effectively. NYCMA serves New York City metropolitan area groups, which includes parts of Northern New Jersey, Upstate New York, and Western Connecticut.

## What does the Intergroup do?

Services provided by the Intergroup include:

- Generating meeting lists for the New York City metropolitan area.
- Maintaining a phone line to help those seeking recovery and fielding inquiries from outside organizations.
- Operating the NYCMA website.
- Creating literature such as *Expressions of Hope*, the *Crystal Clear* newsletter, and topical pamphlets.
- Keeping a clearinghouse of recovery literature and chips.
- Providing information for and brings meetings to hospitals and institutions.
- Hosting the annual Share-a-Day event and the monthly anniversary meeting.
- Planning sober activities and events to foster greater fellowship.
- Maintaining communication between the groups of NYCMA and the General Service Organization of CMA World Services.
- Helping groups resolve any questions about the Twelve Traditions.

## What does the Intergroup not do?

In accordance with the Fourth Tradition, NYCMA does not make decisions for individual meetings, which are autonomous. Each group and that group conscience is represented by the GSR at the monthly Intergroup meetings.

## How does the Intergroup fit into the CMA Service Structure?

The Intergroup exists outside of the formal CMA service structure, meaning that it does not send its own representatives to the General Service Conference or other CMA assemblies. Groups served by NYCMA in New York City and Upstate New York are represented at the world and regional levels by New York Area Delegates; groups served

by NYCMA outside of New York elect their own Area Delegates from their respective states. Since Area Delegates are connected to General Services and serve all groups in that area, they are an important connection and source of information for the Intergroup. For further information on intergroups, areas, and the CMA general service structure, please refer to Appendix IV: Relationship of NYCMA to the General Service Organization (GSO).

# **The Intergroup Structure**

## **How is the Intergroup structured?**

The Intergroup is composed of two types of trusted servants: officers and GSRs. All CMA members are welcome to attend NYCMA meetings, but only officers and GSRs may vote on business matters.

## **Who are the NYCMA officers?**

NYCMA has a Chair, Vice Chair, Secretary, and Treasurer. There are also committee Chairs and Co-Chairs, a Public Information Officer, a General Service Officer to CMA World Services, a GSR (Group Service Representative) Coordinator, and a Literature Clearinghouse Coordinator. These officers are elected by the voting body of NYCMA and serve for one year. Any NYCMA member meeting the sobriety requirement can be an officer.

## **What are the NYCMA committees?**

NYCMA currently has six committees: Structure and Finance, Literature, Public Information and Outreach (PI&O), Hospitals and Institutions (H&I), Activities, and Share-a-Day.

## **How is business conducted at NYCMA meetings?**

NYCMA uses Robert's Rules of Order, Revised as a guide for conducting business. We must have a quorum at our meetings to conduct business. That means 50 percent of fellows currently holding voting positions must be present. If there is quorum, the meeting can move forward. Motions require a simple majority (greater than 50% of the voting members present) to pass.

# Order of the Intergroup

## Quorum

Quorum is the minimum number of voting members that need to be present at the monthly meeting to proceed with Intergroup business. Because most of the Intergroup officers and GSRs start their terms in January, NYCMA establishes what quorum will be for the year by taking 50% of the voting members present at that meeting.

## Meeting Order

The Chair opens the meeting with the Serenity Prayer and reads a brief history and the purpose of the NYCMA Intergroup. The Twelve Traditions are read. The Chair will ask the Secretary if quorum has been met. If it has, the meeting proceeds with a review of the previous month's minutes for approval by the voting members. The Treasurer's report is reviewed next and also requires approval from the voting members. Reports from the committee chairs to inform the Intergroup and the GSRs about their work and upcoming events and service opportunities. Old business follows these reports, if there is any. Lastly, members bring up any new business they want the Intergroup to address.

## Voting Procedures

Motions are usually made during the "new business" portion of the meeting, but they are also made during the "old business" portion from discussion or motions that were tabled previously. Members may make motions after being recognized by the Chair. A motion must be seconded. If no one "seconds," the Chair confirms that there is no second, and the motion is not discussed further. If a motion gets a second, the Chair restates the motion. The Chair asks for discussion consisting of two pros and two cons. The Chair recognizes speakers. It is recommended to adhere to the two-pros, two-cons format somewhat strictly here. After the discussion, someone calls the motion to question. The Chair should restate the motion and hold a vote by a show of hands. The Secretary counts votes but does not need to enter them into the record. The Chair states whether the motion was carried or defeated. The secretary records this.

The Chair cannot make a motion, second a motion, or offer a pro or con. The Chair only votes in the case of a tie.

Note: A member may make a motion to have an “open” discussion of an issue if he or she thinks the two-pros, two-cons format is insufficient or that the issue at hand is too substantive for an abbreviated debate. It is a good idea to seek a time limit for open discussions.

## **Publishing Minutes**

One of the responsibilities of the NYCMA Secretary is to record the minutes for every Intergroup meeting. Minutes are the official record of meeting proceedings, including all motions brought forward, if they were seconded, and whether they passed (or were tabled). The minutes for the previous month’s meeting is distributed to the voting members for review a few days before the next meeting. Corrections are brought up at that meeting, if any, and the minutes are amended. Once the minutes are approved by the voting members, the final version is sent to the Chair for Intergroup recordkeeping and published on the NYCMA website for the fellowship.

## **Election of officers and committee chairs**

Elections are for the new terms (except for Secretary) usually held at the last Intergroup meeting of the year, either in late November or early December. Vacant positions can be filled by nomination and election at any Intergroup meeting during new business.

- The Chair states the position up for election and the clean time required.
- The Chair calls for nominations for a single position.
- Members nominate other members. (They may also nominate themselves.)  
Nominations can be seconded. Nominees must accept or decline a nomination.  
Nominations continue until a member moves to close nominations.
- The Chair asks nominees to leave the room.
- The Chair announces the name of each nominee, members vote by a show of hands, and the Secretary tallies the vote. The number of votes received by each nominee is not entered into the meeting record. The Chair votes only in the event of a tie.
- The Chair calls the nominees back into the room.
- The Secretary or Chair congratulates the winner or winners. The vote count is not announced.
- Repeat this process for each open position.

# Service Terms and Sobriety Requirements

All officer and committee chair positions require at least one year of continuous sobriety, and all officers and committee chairs are elected for a term of one year. The term of service for the Chair, Vice Chair, Treasurer, and committee members runs from January to December.

Nominations and elections for Secretary occur in January, and the Secretary's term of service runs from March to the following February.

## NYCMA Service Positions, Duties and Guidance

### Chairperson

- Preside over each monthly Intergroup meeting following *Robert's Rules of Order, Revised*.
- Act as the ex-officio member without a vote on all committees.
- Voting Member: only to break a tie

#### *Guidance*

- The Chair's black binder contains all of the information needed to run the meeting.
- If planning to be absent, provide the binder to the Vice Chairperson.
- Be familiar with the *Robert's Rules of Order, Revised* manual.
- Receive and file the monthly bank statement from the Treasurer.
- Attend NYCMA events.

### Vice Chairperson

- If Chairperson is absent or disabled, Vice Chairperson shall perform all duties of the Chairperson.
- When so acting, Vice Chairperson shall have all the powers of and be subject to all restrictions on the Chairperson.
- Vice Chairperson shall have such other powers and perform such other duties as the By-Laws may prescribe.
- Voting Member: Yes, when not presiding over meeting as Chairperson

#### *Guidance*

- Responsible for overseeing NYCMA anniversary meeting:
  - In charge of keeping supplies and coin/chip inventory for anniversary meeting.
  - Acts as treasurer for anniversary meeting.
  - Selects the other service positions for that meeting.

## **Secretary**

- Take roll call at each Intergroup meeting and report as to whether a quorum exists.
- Record minutes of each meeting and maintain records of each meeting.
- Tabulate votes on motions made at meetings.
- Distribute (via email) meeting notes to officers and GSRs after each meeting.
- Deliver report on “old business” at each meeting.
- If both Chairperson and Vice Chairperson are either absent or disabled, the Secretary shall perform all the duties of the Chairperson. When so acting, the Secretary shall have all powers of and be subject to all restrictions on the Chairperson.
- Voting Member: Yes

### ***Guidance***

- Minutes should be taken at every meeting and provided to Chairperson and all NYCMA voting members via email for review before the next meeting.
- Once approved, the minutes should be emailed to [webmaster@nycma.org](mailto:webmaster@nycma.org) to be posted online.

## **Structure and Finance Chair**

- Prepare special projects or analyses related to overall structure and financial business of Intergroup, as requested by the groups.
- Form committees as necessary to perform this responsibility.
- Voting Member: Yes

### ***Guidance***

- This manual should be updated as needed; By-Laws should only be changed when absolutely necessary.
- If By-Laws are changed, a copy must be provided to the State and posted on the NYCMA website.
- Should receive a copy of the monthly bank statement and reconcile it with the Treasurer’s report.

## **Treasurer**

- Maintain Intergroup bank account(s).
- Receive and deposit funds from individual CMA groups and NYCMA (sub)committees.
- Distribute funds to pay approved expenses.
- Consult with Intergroup officers to develop annual budget and submit for approval.
- Prepare monthly Treasurer’s report showing income, disbursements, balance, and reserve fund.
- In accordance with Federal and State requirements, file annual tax return by May 15.
- Retrieve and distribute mail from the Intergroup post office box.
- Voting Member: Yes

### ***Guidance***

- Bank is: \_\_\_\_\_; the main branch is: \_\_\_\_\_; our primary contact is: \_\_\_\_\_.
- 3 signatories are needed on any account: NYCMA Chair, Board President, and Treasurer.

- 2 signatures are need on checks greater than \$ \_\_\_\_\_.
- Tax returns must be filed on a yearly basis:
  - Contact information for accountant: \_\_\_\_\_.
  - Copies of tax returns should be provided to the NYCMA Chair and Board President for filing.
- The Intergroup post office box—P.O. Box 1517, Old Chelsea Station, New York, NY 10113—should be checked at least monthly. Old Chelsea Station is located on 18<sup>th</sup> Street between 7<sup>th</sup> and 8<sup>th</sup> Avenues.
- Provide monthly bank statement to the Chairperson and the Structure and Finance Chair.

### **Public Information and Outreach (PI&O) Chairperson**

- Maintain the Intergroup phone line and mailbox and field inquires as appropriate.
- Coordinate participation in community-service events.
- Attend or coordinate Intergroup participation at ad hoc special events.
- Voting Member: Yes

#### ***Guidance***

- Email account is info@nycma.org; access email through <http://webmail.nycma.org>.
- Karl is the current webmaster.
- All website change requests should be approved by this position.

### **Public Information Officer**

- Handle inquiries about CMA and Intergroup from media, directly or by referring to other Intergroup members.
- Voting Member: Yes

#### ***Guidance***

- Access to NYCMA email and hotline accounts can be obtained from: \_\_\_\_\_.
- Support PI&O chair as needed.
- In charge on public information outreach (i.e., tables at events, public service announcements).

### **Hospital and Institutions (H&I) Chairperson**

- Coordinate activities related to H&I meetings.
- Contact institutions and maintain a list of available institutional meetings needing service, training, and other information.
- Prepare and maintain an H&I information packet to be provided to individual meetings.
- Assist meeting-specific H&I Chairpersons as needed.
- Voting Member: Yes

#### ***Guidance***

- Coordinates H&I commitments (i.e. selecting speakers, providing literature).
- Coordinates training and orientation sessions for fellows interested in doing service at those commitments.
- Email account is handi@nycma.org; access email through <http://webmail.nycma.org>.

## Literature Co-chairpersons (2)

- Coordinate activities related to publishing pamphlets and other Intergroup literature, including revisions of current literature and producing new literature as needed.
- Coordinate activities related to publishing the *Crystal Clear* newsletter, including selecting a theme, requesting submissions, editing, layout, and proofing.
- Form committees as needed to achieve goals set by the Intergroup.
- Provide group Literature chairpersons and GSRs with information on new and updated literature.
- Assist with maintaining information provided to the public on the Intergroup's website: [nycma.org](http://nycma.org).
- Voting Member: Yes

### Guidance

- Provide ideas for new literature to be created and present to Intergroup for discussion.
- Every few years, a review of available reproduction services and software should be conducted to ensure NYCMA is receiving high-quality printing at the lowest cost possible for its literature, pamphlets, and newsletter.
- Production of newsletters and pamphlets is currently done through Hart Repro:
  - Located at 242 West 36<sup>th</sup> Street, 8<sup>th</sup> Floor.
  - Contact is Patty Franks.
  - Phone: (212) 704-0556
  - Website: [www.hartrepro.com](http://www.hartrepro.com)
  - Email: [patty@hartrepro.com](mailto:patty@hartrepro.com)
- Literature has one email accounts: [newsletter@nycma.org](mailto:newsletter@nycma.org); access email through <http://webmail.nycma.org>.

## Literature Coordinator

- Assist individual CMA meeting GSRs and Literature Chairpersons with acquiring literature for their respective meetings.
- Assist individual CMA meeting GSRs and chip representatives with acquiring chips for their respective meetings.
- Maintain up-to-date inventory of literature and chips on hand.
- Voting Member: Yes

### Guidance

- Chips are currently ordered from the CMA store, <http://cma-online-store2.mybigcommerce.com>.
- Alcoholics Anonymous literature can be ordered and picked up at: \_\_\_\_\_.
- CMA World literature can be ordered at [www.crystalmeth.org](http://www.crystalmeth.org).
- *Expression of Hope* is printed on demand through CreateSpace and is ordered through the Structure and Finance Chair.
- Narcotics Anonymous literature can be ordered and picked up at: \_\_\_\_\_ Christopher Street, New York, NY 10014.
- Manhattan Mini Storage:

- Obtain keys and card key for NYCMA storage locker located at 520 West 17<sup>th</sup> Street, New York, NY 10014.
- Note that only FedEx, DHL, and UPS packages are accepted for delivery; MMS cannot receive shipments over 100 lbs. If you are obtaining newsletters or brochures, you will need to meet the carrier at the loading dock.
- Production of pamphlets is currently done through Hart Repro:
  - Located at 242 West 36<sup>th</sup> Street, 8<sup>th</sup> Floor.
  - Contact is Patty Franks.
  - Phone: (212) 704-0556
  - Website: [www.hartrepro.com](http://www.hartrepro.com)
  - Email: [patty@hartrepro.com](mailto:patty@hartrepro.com)
- Email account is [clearinghouse@nycma.org](mailto:clearinghouse@nycma.org); access email through <http://webmail.nycma.org>.

### **Activities Chairperson**

- Plan, organize, and coordinate social activities and events for CMA members according to surveyed interests.
- Ensure access to activities and events for CMA members with limited financial resources to nurture fellowship.
- Promote activities and events at CMA meetings and on the Intergroup website.
- Form committees as needed to achieve goals set by the Intergroup.
- Maintain and update Events Calendar on the Intergroup website.
- Coordinate fundraising events to subsidize activities and events.
- Voting Member: Yes

#### ***Guidance***

- Obtain keys and card key for NYCMA storage locker located at 520 West 17<sup>th</sup> Street, New York, NY 10014.
- Event equipment should be stored at the facility in a neat and orderly fashion.
- Attend NYCMA events and activities.

### **Share-a-Day Chairperson**

- Coordinate activities related to the Share-a-Day event, including theme selection, programming, registration, and hospitality.
- Secure location and speakers for the event.
- Form committees as needed to achieve goals set forth by the Intergroup.
- Ensure access to the event for CMA members with limited financial resources to nurture fellowship.
- Promote and encourage attendance by fellows from areas outside of the Intergroup's regional scope.
- Voting member: Yes

#### ***Guidance***

- Commence preparations at least six months before the event.
- Make decisions on menus, date, and location to be presented to Intergroup at least three months in advance.

- Create a budget to be presented to NYCMA for approval.
- All funds collected (i.e., admission fees, 7<sup>th</sup> tradition) must be transferred to the Treasurer along with a reconciled statement within 30 days of the event.
- When selecting speakers, ensure that speakers have crystal meth in their story and participate in CMA; if possible, find speakers with both long- and short-term sobriety.

### **General Service Officer to CMA World Services**

- Prepare monthly reports to keep Intergroup informed of news and updates from CMA World Services.
- Assist the Area Delegates with communications between CMA World Services and the groups.
- Assist the Area Delegates with organizing the Mid-Atlantic Regional CMA Conference, particularly when New York is the host.
- Attend General Service Conference, Mid-Atlantic Regional CMA Conference, and other relevant CMA assemblies, and report back to the Intergroup.
- Voting Member: Yes

#### ***Guidance***

- GSO is to attend all CMA assemblies and conferences as an observer, not as a NYCMA representative.
- GSO should not be on the CMA Board of Trustees or hold any chair positions on the subcommittees of the GSC; however, the GSO may be an Area Delegate.

### **Group Service Representative Coordinator**

- Inform GSRs of monthly Intergroup meeting.
- Make all meetings aware of the Intergroup and encourage them to determine the group's conscience about participating by sending a GSR.
- Support GSRs in reporting back to their groups.
- Recognize GSRs from new meetings as formed.
- Voting Member: Yes

#### ***Guidance***

- Send a reminder to all GSRs about upcoming meeting approximately one week in advance.
- Provide bulleted Intergroup highlights to all GSRs within seven days of NYCMA meeting via email.
- Reach out to meetings which have not been represented at Intergroup