Marijuana Anonymous Service Manual

Revision 8.3
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Reflecting Actions of the 2026
MA World Service Conference

Digital Version

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The Twelve Steps of Marijuana Anonymous[1]

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

[1] The *Twelve Steps* and *Twelve Traditions* of Alcoholics Anonymous have been reprinted and adapted with the permission of Alcoholics Anonymous World Services, Inc. (“A.A.W.S.”). Permission to reprint and adapt the *Twelve Steps* and *Twelve Traditions* does not mean that Alcoholics Anonymous is affiliated with this program.

The Twelve Traditions of Marijuana Anonymous[2]

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

[2] The *Twelve Steps* and *Twelve Traditions* of Alcoholics Anonymous have been reprinted and adapted with the permission of Alcoholics Anonymous World Services, Inc. (“A.A.W.S.”). Permission to reprint and adapt the *Twelve Steps* and *Twelve Traditions* does not mean that Alcoholics Anonymous is affiliated with this program.

The Twelve Concepts for Service in Marijuana Anonymous[3]

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 Bylaws 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 *Twelve Steps, Twelve Traditions,* and the warranties of Article 12 of the Conference Charter are always maintained.

Approved by the MA World Service Conference, May 1996

[3] The *Twelve Steps*, *Twelve Traditions* and *Twelve Concepts for Service* of Alcoholics Anonymous have been reprinted and adapted with the permission of Alcoholics Anonymous World Services, Inc. (“A.A.W.S.”). Permission to reprint and adapt the *Twelve Steps*, *Traditions,* and *Concepts* does not mean that Alcoholics Anonymous is affiliated with this program.

Part 1: The Program

Chapter 1 – What is Marijuana Anonymous?

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

Marijuana Anonymous World Services 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.

What is the Service Manual?

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. The Service Manual also provides some context to the history of MA, including historical documents, such as the Conference Charter and Bylaws, and further explains the relationship between the fellowship of MA and the nonprofit section 501(c)(3) corporation of MA World Services. We hope that this manual will help all who are interested in service to MA to understand the value of service and the way in which it is rendered.

Contents within the Service Manual may be requirements, while others are the suggestions of MA World Services committees and members based on their service experiences. As stated in our Fourth Tradition, Groups are autonomous so long as their decisions do not affect MA as a whole and they are free, therefore, to utilize these suggestions if their group conscience so determines. An example of suggestive content is the guidance on how to form service structures within Groups, Meetings, Districts, and Regions. Some examples of requirements in the Service Manual include: (1) the actions of the annual MA World Service Conference, and (2) content contained in the corporate Bylaws and other foundation documents. *(See Part 4: MA World Services (page 34), Appendix I: Foundation Documents (page 47), and Appendix III: Parliamentary Procedure (page 70).*)

The Service Manual is maintained by the Policies and Procedures (P&P) Committee, which works to ensure the accuracy of its contents. In the event of a discrepancy between the Bylaws or Motions passed by the Conference Body and the Service Manual (SM), the contents of the Corporate Bylaws and Conference Motions *(which are documented in a Motions Log, also maintained by the P&P Committee*) are the authoritative source.

Additional resources for our fellowship can be found on the MA World Services website. Examples of such material include: the Meeting Resources Library, the various Handbooks created by World Service Committees (*which contain detailed suggestions for how Districts and Groups can form committees for service*) such as Hospitals and Institutions or Finance, and the specific Trustee job descriptions. The material available on the website is updated regularly per the group conscience of World Service Committees and the Board of Trustees (*rather than the Conference Body*).[4]

Marijuana Anonymous remains flexible and its organization may change. Change occurs through the group conscience of the members expressed by their Delegates and to MA World Services. This process is further explained in this manual in the section entitled "Service Manual Revisions" on page 45.

If you have questions about the contents of this Service Manual, including whether any information contained in it is binding or suggestive, or where to find a particular committee's handbook, please contact the Policies & Procedures Trustee at PP@MA12.org.

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; and running a national office. 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.

[4] For more about what is and is not required to be included in the SM, as well as what types of changes require Conference approval, and what can be revised by the group conscience of World Services Committees and approved by the Board of Trustees, see Service Manual, *Chapter 18: The MA World Service Conference (page 40).*

Service Sponsorship

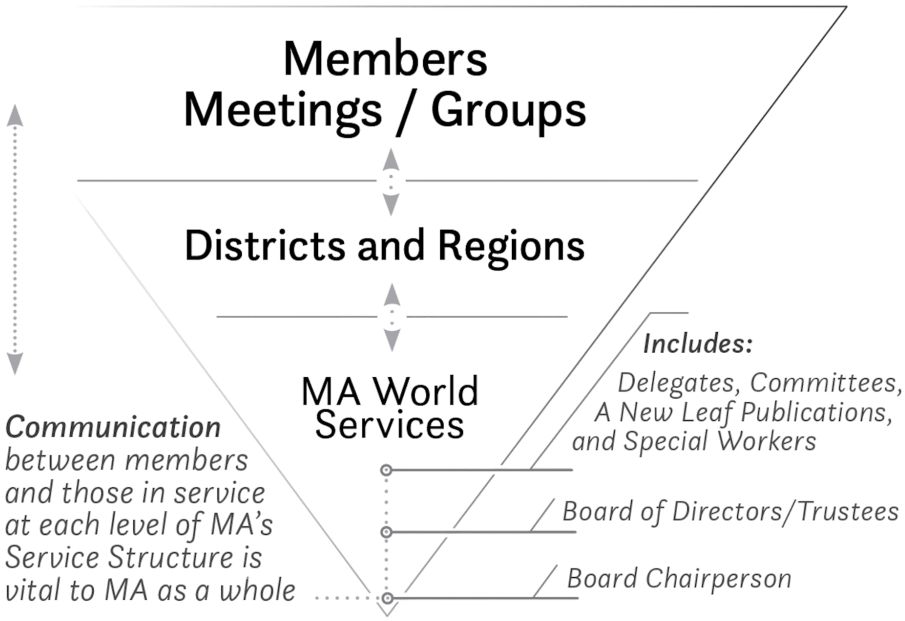
Service sponsorship in MA is similar to individual sponsorship. Both types of sponsorship spring from the spiritual aspects of the program. The basis of all sponsorship is to lead by example. Service sponsorship can be defined as one marijuana addict who has made some progress in performing service sharing 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 for Service; 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 A.A. 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. Members, Meetings, and Groups make up the broad base at the top of the pyramid. The middle level consists of Districts and Regions. The tip, or the smallest portion of the pyramid, represents MA World Services, which includes Delegates, Committees, A New Leaf Publications (ANLP), Special Workers, and the Board of Directors/Trustees.

Since the pyramid is inverted, the level of members, meetings, and groups is the largest and most vital part of the fellowship. Without members, there would be no need for meetings and groups, and without meetings and groups, there would be no need for districts and regions or MA World Services. This point cannot be stressed enough—the World Service level and District/Region level exist to serve the Meeting/Group level composed of individual marijuana addicts (*members*). 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 and Groups

Meetings and groups are fundamental to the Service Structure of our fellowship. To the extent that this Service Manual is primarily a suggestion, the terms “meeting” and “group” are interchangeable in most cases. However, in the few instances where the Service Manual sets forth specific requirements *(particularly in matters affecting MA as a whole)* there is a subtle distinction between a group and a meeting. A “meeting” refers to any time two or more marijuana addicts are gathered together for the sake of recovery. A “group” refers to any two or more marijuana addicts who meet on a regular basis and have an ability to obtain an informed group conscience. Essentially, a “group” is the people cooperating, and a “meeting” is the activity they host.

Meetings/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 its 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 level and World Service level activities back to the group. GSRs may later serve on District Committees to help their District. *(See page 15, Chapter 5 for more information regarding GSRs.)*

Districts and Regions

Districts/Regions are self-defined units containing a number of groups. District/Region GSRs 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 (RSC), 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 page 13, Part 2: The Group for all roles and detailed job descriptions.*)

The District exists to serve its meetings. District services include: purchasing and distributing sobriety tokens/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 (*Chairperson, 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 Group Service Representatives, 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

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. *(See page 16, Chapter 5 for more information regarding GSRs.)*

In addition, many groups have a steering committee and Chairpeople for literature, refreshments, maintaining a phone list, birthdays/anniversaries, greeting, sponsorship, supporting newcomers, newsletter reporting, 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/sober 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 disburser of monies received via group contributions and as indicated in the Seventh Tradition, accepting money only from MA members. The suggested clean/sober 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/RSC, 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 or 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

Sobriety Milestone Tokens/Chips − The sobriety milestone tokens/chips person typically hands out sobriety milestone tokens/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 group.

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 attend in their absence, 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, if possible, an alternate GSR. The GSR represents the voice of the group conscience, reporting the group's wishes and ideas to the District Service Committee (DSC) 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/sober 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/RSC, and to delegates attending the MA World Service Conference
- Attend the monthly DSC/RSC 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/RSC 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/RSC
- Confirm that adequate supplies of tokens 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/RSC 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. While discussion of illegal substance use is protected by our Traditions, anonymity is not a cloak for unsafe or illegal behavior against a member or group. Addressing such behavior and/or contacting the proper authorities—if a member or group determines it is necessary—does not go against any MA Traditions and is meant to ensure the safety of all in attendance.

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 the MA website Meeting Resources Library at MA12.org/Library for suggested 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

The only requirement for starting a Marijuana Anonymous (MA) meeting/group is that you be an MA member in recovery and that the meeting adheres to the Twelve Steps, Twelve Traditions, and Twelve Concepts for Service. If you are very newly sober, starting a meeting can be a daunting proposition. Consider building up some sobriety time, experience in the program, and a fellowship of other members before you decide to start a meeting yourself.

The New Meeting Starter Kit is full of resources and insights, gathered from the experiences of many MA members regarding things to consider before creating a meeting.

Some Contents of a New Meeting Starter Kit:

- Responsibilities when starting an MA meeting:
  - 7th Tradition / Treasury
  - Venue suggestions (*in-person/online/phone*)
  - Attributes of the meeting (*open/closed, affinity groups, etc.*)
  - Script composition
- Group literature and other materials:
  - Meeting Resource Library explained
  - Sobriety tokens/chip information
  - Flyer samples
- Maintaining and fostering a safe and healthy group:
  - Listing within the MA Meeting Finder
  - Business meeting format suggestions
  - Membership retention suggestions
- Understanding the Structure of the Fellowship
  - Service positions at the meeting level
  - Starting a meeting independently or within a District/Region
  - Benefits of being part of a District
  - MA World Services introduction

The New Meeting Starter Kit can be downloaded in digital format through a form on the MA website at MA12.org/NMSK. A print version may be purchased and mailed by A New Leaf Publications, the publishing department of MA at ANLP12.org/NMSK.

The Meeting Resource Library serves as a catalog of documents that can be viewed on the website or downloaded for later use. The library contains some materials which are and are not Conference-approved. This includes meeting readings and script samples of various formats. There are also many resources for business meetings, and materials for having safe meeting spaces. Additionally, the Meeting Resource Library will also contain translated versions of these documents, as available.

The Outreach Committee maintains the New Meeting Starter Kit and the Meeting Resource Library and ensures it is kept up-to-date. The Outreach Trustee is available to communicate with Meeting Sponsors and support can be requested by emailing Outreach@MA12.org.

A Note Regarding Liability Insurance

Occasionally, in-person venues will require an MA meeting to have liability insurance in order to hold the meeting on the premises. Such insurance, where required by the hosting facility, must be provided by the group as part of its self-supporting responsibilities. This may be cause for choosing a different venue. Districts/Regions may consider offering an umbrella policy covering meetings that wish to contribute financially. MA World Services does not require, nor provide, liability insurance, and has no recommendations for acquiring it.

Part 3: Districts And Regions

Chapter 8 – The District or Region

A District is a self-defined unit containing a number of groups which has completed the process of acceptance by MA World Services *(outlined on page 16, in Chapter 6 - The Group).* This manual uses the term "Regional Service Committee" to describe a self-defined unit containing a number of 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.

District/Region Group Service Representatives meet periodically, usually 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 page 20, Chapter 9 – Criteria for Acceptance of New or Split Districts*.)

Each group elects a Group Service Representative (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 tokens/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.

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 the Finance Handbook at MA12.org/Handbooks*)

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

Chapter 11 – District and Region Service Positions

"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."

- Tradition 2

District and Region Officers are responsible for administering the general business of the District or Region and resulting Service Committee (DSC/RSC). 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 and should have a working knowledge of the *Twelve Steps, Twelve Traditions,* and *Twelve Concepts for Service*. These Officers are strongly suggested to have at least one (1) year clean and sober from marijuana, alcohol, and all other mind-altering substances *(unless those other substances are taken as prescribed by a healthcare provider)*. Suggested term length is one year for all service roles.

Districts may have additional service roles and subcommittees to support services that the District provides. Subcommittees are created to carry out and coordinate these services such as Events, Hospitals & Institutions, Newcomer Support, and Public Information. While some services require group conscience, a more coordinated effort, and degree of organization by a subcommittee, there are other District service roles which may be facilitated by only one Trusted Servant. This includes: the maintenance of the district website by a Webmaster, the distribution of milestone chips/tokens and literature, and staying in communication with both MA World Services and its publishing department, A New Leaf Publications. Some roles have similar duties and can be combined such as Chips & Literature or Literature & ANLP Liaison.

All members of the Service Committee are responsible for finding members to fill vacant service roles. This may include: helping GSRs to announce open service positions in other meetings; supporting new members of the Service Committee through service sponsorship; and encouraging other members to join the Service Committee.

Chairperson

The Chairperson's primary responsibility is conducting the Service Committee Meeting and ensuring that all services and operations of the District/Region are being fulfilled. It is strongly suggested that the Chairperson have DSC service experience, which can include previously serving as: GSR, Subcommittee Chair, or another District Officer role.

Typical duties of the Chairperson include:

- Preparing the Meeting Agenda
    - *See page 20, Chapter 10 for a Suggested Service Committee Meeting Format*
- Starting and ending the meeting on time
- Ensuring all service positions are filled and service sponsoring members of the district
- Following Parliamentary Procedures to conduct business in accordance with the Traditions and Concepts for Service
    - *See page 70, Appendix III: Parliamentary Procedure*

- Scheduling the next Service Committee meeting and making all participants aware of the time and location
- Working with the Secretary to keep record of meeting minutes from all past Service Committee meetings
- Serving in the role of liaison between the DSC/RSC and MA World Services in the event there are no Delegates or Representatives elected, excluding Conference-related duties

Vice-Chairperson

The Vice-Chairperson is responsible for assisting the Chairperson in conducting the service committee meetings. In the event that the Chairperson were to resign from their position, the Vice-Chair would assume the role and responsibilities. Therefore, the Vice-Chair should have the same qualifications as the Chairperson.

Typical duties of the Vice-Chairperson include:

- Conducting the Service Committee meetings when the Chair is unable to attend
- Helping with business outside of the Service Committee Meeting by connecting with the Subcommittee Chairs to fulfill their responsibilities
- Informing meetings when their Group Service Representative has been absent
    - Ensuring that all meetings are properly represented and up to date on the business in their District/Region

Secretary

The Secretary's primary responsibility is to handle all non-financial paperwork. It is suggested that the Secretary have strong typing skills.

Typical duties of the Secretary include:

- Recording Meeting Minutes of each Service Committee meeting
    - To make sure these documents are accurate, the Secretary should feel comfortable speaking up in the DSC/RSC meeting to get clarification as needed
- Distributing copies of the Meeting Minutes to all the participants
    - This can be done via email, mailing list, or reading the previous meeting minutes at the beginning of the meeting
- Compiling a log of motions passed at all Service Committee Meetings listed in chronological order
    - These motions should be listed under a heading for each topic they affect
- Maintaining a list of contacts
    - This should include District Officers and Subcommittee Chairs, along with GSRs and the Secretaries/Chairs of meetings within the District

Treasurer

The Treasurer's job is to handle all the District's/Region's money and should be someone who is good at managing finances. Experience in business, bookkeeping, banking, or accounting is also helpful but not required. Please refer to the Finance Handbook for more detailed information and suggestions for managing a DSC/RSC's finances, found at MA12.org/Handbooks. It is suggested that they join the MA World Services Finance Committee.

Typical duties of the Treasurer include:

- Attending all DSC/RSC meetings and reporting on financial conditions
    - Communicating with GSRs and other trusted servants within the DSC/RSC any received 7th Tradition income and status of expenses
    - If unable to attend the meeting, providing a written report in advance to be included in the Meeting Minutes
- Administering all DSC/RSC financial accounts, ensuring access is not limited to a single person
- Paying expenses and approved reimbursements to Officers and Subcommittee Chairs in a timely manner
- Keeping records by storing the Treasurer's Report, account statements, and receipts in a shared Google Drive (or similar storage)
- Complying with all World Services financial requirements if using the MA World Services tax ID
    - Attending an annual Treasurer training session
    - Communicating any rotation of service to the MA World Services Treasurer Trustee with the new Treasurer's contact information via email Treasury@MA12.org

Webmaster

The Webmaster is responsible for the development and maintenance of the District website and other internet-based functions. It is suggested that they join the MA World Services Internet Committee.

Typical duties of the Webmaster include:

- Attending all DSC meetings and receiving any new information to ensure that the website is kept up to date
- 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
- Maintaining the website, domain name registration, and file back-ups
- Administering any virtual meeting platform accounts, (e.g. Zoom)
    - Establishing appropriate safety and security settings MA12.org/Zoom-Safety
- Helping the MA World Services Meeting Finder directory team maintain accurate listings by communicating any updates, additions, or removals of meetings within the district

Milestone Chips Chair

The Milestone Chips Chair is primarily responsible for maintaining inventory and distributing tokens to the District's groups/meetings. This may include storing the tokens in their home or car, and bringing them to in-person meetings.

Typical duties of the Milestone Chip Chair include:

- Attending all DSC meetings and reporting on inventory, sales, and purchases
- Maintaining an accurate inventory, ensuring the District has a sufficient supply
- Distributing tokens to the District's groups/meetings
- Working with the District Treasurer to document the income from chip sales to meetings and the expenses from purchasing

For a list of authorized chip vendors with licensing agreements, visit: MA12.org/Tokens.
(Consistent with the Sixth Tradition, MA World Services does not endorse or promote any particular vendors; these are simply vendors with valid licensing agreements in place.)

When our fellowship was young, members would write milestones in nail polish on poker chips or marbles. Simple recovery tokens can be created using stones, sea shells, wood disks, or other materials. This can be a fun fellowship activity!

Additionally, any District *(and its meetings)* with a signed MA licensing agreement may commission the manufacture of milestone tokens/chips from any vendor solely for use within that group or district. *(MA's trademark policies and procedures are outlined in more detail on page 30, Chapter 14: Use of MA's Trademarks & Copyrighted Materials and MA12.org/IP-FAQ.)*

Literature Chair

The Literature Chair is primarily responsible for maintaining inventory and distributing literature to the District's groups/meetings. This may include storing the literature in their home or car, and bringing the books and pamphlets to in-person meetings. It is suggested that they join the MA World Services Literature Committee.

Typical duties of the Literature Chair include:

- Attending all DSC/RSC meetings and reporting on on inventory, sales, and purchases
    - Sharing how to access MA Literature, MA Service Materials, and Pamphlets
        - Available to purchase in print via the A New Leaf Publications (ANLP) website at ANLP12.org/Books
        - Accessible for free digitally via the Resource Library (MA12.org/Library) and via the MA App (MA12.org/App)
- Purchasing literature for the district (or coordinating with the District Treasurer to do so)
- Serving in the role of liaison between the DSC and MA World Services / A New Leaf Publications in the event there is no ANLP Liaison (ANLP12.org/Liaison)

A New Leaf Publications (ANLP) Liaison

The ANLP Liaison is primarily responsible for supporting the communication between ANLP and members of the fellowship. For more information about being an ANLP Liaison, visit: ANLP12.org/Liaison.

Typical duties of the ANLP Liaison include:

- Submitting sobriety anniversaries/birthdays to *A New Leaf* at: ANLP12.org/Birthday
- Sharing ANLP's pitch points about service opportunities, workshops, updates in the availability of MA literature and other ANLP updates at: ANLP12.org/PitchPoints
- Maintaining communication with ANLP by signing up to receive periodic updates email: Liaisons@ANLP12.org

Subcommittee Chairs

The District appoints a Chair to conduct the business for each Subcommittee. Their responsibilities are often similar to those of the District Chairperson. See page 26, Chapter 12 - Subcommittees for information about the more specific responsibilities.

Typical duties of Subcommittee Chairs include:

- Preparing the Meeting Agenda
- Starting and ending the meeting on time
- Following Parliamentary Procedures to conduct business in accordance with the Traditions and Concepts for Service
- Scheduling the next Subcommittee meeting and making all participants aware of the time and location
- Serving as a liaison between the Subcommittee and the Service Committee, including preparing and presenting a report of the Subcommittee's activities and recommendations
- Working collaboratively with the Subcommittee members to maintain objectives and meet the goals of the Subcommittee in service of our primary purpose

Communication with MA World Services

Although the primary communication between a DSC/RSC and MA World Services is via the elected Delegates and Representatives, it is suggested that District Officers make themselves known to MA World Services in order to better facilitate smooth operations.

Contact the Outreach Trustee at Outreach@MA12.org to receive support from MA World Services and to share new contact information during rotation of service in order to update the MA World Services' District Service Committees spreadsheet.

Delegates and Group Service Representatives

Delegates and Group Service Representatives (GSRs) are an important and vital part of the Service Committee. They support the flow of communication throughout the inverted pyramid Service Structure, however they are not considered Officers of the DSC.

The Delegates' responsibilities are outlined in detail on page 34, in *Chapter 16 – Conference Delegates and Regional Representatives*.

The Group Service Representatives' responsibilities are outlined in detail on page 15, in *Chapter 5 – Group Service Representatives*.

Chapter 12 – Subcommittees

"Many hands make light work." Members work in cooperation, forming Subcommittees to coordinate certain services provided by Districts. Every Committee at the World-Service level serves as an example for Subcommittees that can exist at the District level.

Subcommittee Chairs are responsible for creating and organizing regular Subcommittee Meetings and are often considered to be District Officers. They make reports, recommendations, and motions at the Service Committee Meeting to be considered by all participants of the District Service Committee (DSC). (*See the Subcommittee Chairs section on page 26, in Chapter 11 – District Service Positions for more information about the general duties of this service role.*)

District Subcommittee members and Chairs benefit from collaboration with World Service Committees. All are encouraged to join and maintain communication with the corresponding World Service Committee. This involvement significantly enhances both local and the World-Service efforts, strengthening and supporting the fellowship as we continue to grow.

For information on attending World Service Committee meetings, collaborating with other District Chairs, and obtaining support and guidance from the respective Trustees visit MA12.org/Committees.

Events

Hosting District Events creates a unique opportunity to build a greater sense of belonging among MA members, as well as provide an additional source of fundraising for the District. Recovery based events are designed to enhance MA's primary purpose of carrying the message to the marijuana addict who still suffers. Social gatherings are a space to experience the gifts of recovery outside of meetings. These events can be hosted online or in-person, to meet the needs of your District.

MA World Services does have some policies regarding how we publicize events. Gatherings that are purely social in nature may not use the MA name or logo, so it is recommended that some recovery element is included in events. For more information, regarding events and fundraising, see recommendations on page 30, in Chapter 13 – Events and Fundraising.

Hospitals and Institutions (H&I)

This Subcommittee hosts panels and meetings, bringing MA 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. Considering the shared primary purpose of MA at all levels, "to carry its message to the marijuana addict who still suffers," participating in the MA World Services H&I Committee may prove particularly valuable for Chairs of this Subcommittee.

Members of the H&I Subcommittee should strongly encourage other fellows in their District to share their experience, strength, and hope at a panel—without the pressure to join the Subcommittee. The spiritual experience of sharing our stories with people in the earliest days of their recovery is incredibly impactful. Panels are a pivotal moment for both those speaking and those in attendance. Some Districts may choose to have a sobriety requirement for H&I Panelists such as 90 days.

H&I responsibilities overlap those of the Public Information (PI) Subcommittee. These Subcommittees cooperate together, and in smaller districts, are often combined into one. If the District chooses to conduct them separately, it is recommended that a liaison of the H&I Subcommittee attend the Public Information meetings.

The Hospitals and Institutions Handbook and the included templates explain more about how to conduct panels, interact with facility administrators, and organize Subcommittee work. It can be downloaded on the Handbooks webpage MA12.org/Handbooks. For additional support, contact the Hospitals & Institutions / Public Information Trustee HIPI@MA12.org.

Newcomer Support

This Subcommittee responds to inquiries from newcomers, the community at large, and those interested in MA. This work is done by maintaining the District email account, phone line, PO Box, or *any other method the District decides to utilize for contact*.

Members of this Subcommittee are often the first point of contact the outside world has with MA, making it an integral part of the newcomers journey into recovery. All that is needed to join is general knowledge about the program and a suggested 90 days of sobriety.

The Chair of this Subcommittee generally ensures that all inquiries receive responses by distributing support requests to Subcommittee members or the appropriate Subcommittee (*e.g. H&I for professional requests*) and attends the MA World Service Newcomer Support Committee meetings. At these meetings, members share information about the needs of newcomers in their District, exchange ideas with other Districts on how to best support newcomers, and help to organize upcoming World Services' Newcomer Support Workshops and Events.

The Newcomer Support Response Guide provides general information about how to respond to support requests, including template responses, as well as guidance on how to coordinate this type of service work. It can be downloaded on the Handbooks webpage MA12.org/Handbooks. For additional support, contact the Newcomer Support Trustee NS@MA12.org.

Public Information (PI)

This Subcommittee informs the local community about the MA program of recovery. Sharing our information can take various forms, such as pamphlets, flyers, business cards, stickers, or other materials that introduce the program of MA. These resources are often distributed at information booths, festivals, sobriety markets, and local gatherings of recovery groups. Some districts may also choose to carry the message on social media.

Members of this Subcommittee brainstorm ways to carry the message and present MA information to ensure the public knows our program exists and that there is a solution to cannabis addiction. All that is needed to join is general knowledge about the program and a suggested 90 days of sobriety.

The Chair of this Subcommittee is often responsible for coordinating the efforts of members for these opportunities. As mentioned above, the PI and H&I Subcommittees responsibilities overlap. In smaller districts, they are often combined into one. If the District chooses to conduct these Subcommittees separately, it is recommended that a liaison attend H&I. To support the exchange of information and growth of our fellowship, it is suggested that the Chair of this Subcommittee attend the MA World Services PI Committee meetings.

To support your District in beginning these efforts while staying in alignment with the 12 Traditions, the Social Media Subcommittee of the MA World Services Public Information Committee has developed a Social Media Handbook. The PI Handbook provides guidance about how to coordinate this type of service work. Both handbooks can be downloaded on the Handbooks webpage at MA12.org/Handbooks. To join the Social Media Subcommittee and for more information, email Social@MA12.org. For additional support, contact the Hospitals & Institutions / Public Information Trustee HIPI@MA12.org.

Safety Subcommittee

This Subcommittee is formed to help the meetings within their district be safe spaces for anyone seeking recovery. The District does not govern over its meetings, although they can support by providing resources and recommendations to help meetings navigate safety concerns. The Safety Subcommittee also encourages groups to have guidelines in place to protect meetings from those who might attempt to disrupt a meeting or display problematic behavior.

Members of this Subcommittee help to develop safety statements, codes of conduct, and other ways to ensure member safety. To join, members are suggested to have at minimum six months sobriety with a strong knowledge about the program and our Twelve Traditions.

The Chair of this Subcommittee is often responsible for sharing resources and is the designated contact for support on any complaints that may arise. To support the exchange of information and growth of our fellowship, it is suggested that the Chair of this Subcommittee attend the MA World Services Unity Subcommittee and/or Outreach Committee meetings.

MA World Services has created sample language which can be used as a starting point for these efforts. These templates and other resources are available in the Safety Information section of MA's Resource Library at MA12.org/Library. The Safety Handbook is a more expansive document that provides instructions for how to coordinate this type of service work which can be found on the Handbooks webpage at MA12.org/Handbooks. For additional support, contact the Unity Subcommittee Unity@MA12.org or the Outreach Trustee Outreach@MA12.org.

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 its purpose, the authority and resources it will be given, and how long it has to fulfill the purpose.

Chapter 13 − Events and Fundraising

Events

In keeping with the Fourth Tradition, MA World Services recognizes that it has no right to control the activities of Districts/Regions and individual meetings, except in matters affecting MA as a whole. Therefore, DSCs/RSCs and meetings/groups are free to have social events of their own choosing; however, the MA name and/or logo may not be used on any flyers or other promotional materials for purely social events, without the express permission of MA World Services.

Additionally, as stated in Tradition 5 of *Life with Hope*, it is recommended that a meeting or recovery-oriented workshop is held at social fellowship events. The MA name or logo may be used on flyers or other promotional materials for meetings/groups and/or fellowship events that include such recommended recovery-oriented components, but only with the express permission of MA World Services. (*See page 30, Chapter 14 – Use of MA's Trademarks and Copyrighted Materials and for further explanation visit* MA12.org/IP-Policy*.)*

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: "Long-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 MA name or logo 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*).

Chapter 14 − Use of MA's Trademarks & Copyrighted Materials

Excerpted from MA's Intellectual Property Policy, as adopted by the Board of Trustees in February 2024.

Obtaining Permission to Use the MA Trademarks

Any member, group/meeting, or district/region that seeks to use MA's trademarks (*consisting of the letters "MA" inside a triangle, or the name "Marijuana Anonymous" abbreviated as "MA"*) must obtain the express permission from MA World Services for the uses listed below by contacting Legal@MA12.org, and signing a basic, indefinite, written agreement granting specific permission (*known legally as a "license"*) to use the MA name and/or logo subject to quality control by MA World Services to ensure the products do not harm MA's reputation in any way, exempting them from the Fourth Tradition's broad grant of autonomy.

MA World Services' policy is to allow members, groups, meetings, districts, and regions to use the MA name and logo freely, provided it is being used properly in support of MA's primary purpose of helping the marijuana addict who still suffers, and in ways that will not harm MA's reputation. For example, using the name and logo on a group or district website providing information about the MA program and meetings, or on flyers advertising a MA event that includes recovery-based activities, such as a soberthon or Step workshop, will generally be permitted (*with a written signed licensing agreement*). Similarly, use of the MA logo on recovery-based milestone chips or coins (*provided they meet basic quality standards)* will also generally be authorized upon request. However, use of the MA logo on bumper stickers or other materials that tend to trivialize the MA program (*by, for example, containing inappropriate language or innuendo*) will not be permitted.

Each requested use of the MA name and logo will be evaluated on a case-by-case basis to determine whether it is harmful to the MA reputation, so should not be permitted, or furthers MA's primary purpose of carrying the message, and so should be allowed. If you have an idea for using the MA name or logo, please reach out to MA's Legal Department to discuss the specific intended use in detail by emailing Legal@MA12.org.

Obtaining a signed, written agreement granting members, groups, meetings, regions, and districts, *express* permission to use the MA logo and/or name, is *legally* necessary in order for MA to protect and maintain its trademark and other intellectual property rights to the MA name and logo, and to avoid unauthorized use that may be harmful to MA's reputation. The ability to protect MA's Intellectual Property is a matter that affects MA as a whole, as is required by the Traditions to justify such encroachment on the autonomy of districts, groups, meetings, and members.

It is *legally* necessary for MA World Services to obtain signed, written agreements from anyone currently using the MA name or logo, or anyone who intends to do so in the future for any purpose, including, but not limited to, the following uses on: websites; flyers, or other promotional materials for fellowship activities, including Conventions, Soberthons, workshops, or any other non-World Services gatherings or events; on t-shirts, other clothing, mugs, or any other merchandise (*including those items produced for MA Conventions*); or on milestone recovery-based tokens, chips, coins, medallions, or any other similar products.

If you have any questions, or want to discuss obtaining permission and signing a licensing agreement authorizing a specific intended use of the MA name or logo, please contact MA World Services Legal Department at Legal@MA12.org.

Use of MA's Copyrighted Materials

MA meetings, groups, regions, and districts should be aware not to misuse MA copyrighted material, such as content from the MA or ANLP websites, content of the MA App, service materials, including the MA Service Manual, and other literature including the *Twelve Steps* and *Twelve Traditions*, *Twelve Questions, Twelve Concepts for Service, Life with Hope*, the *Life with Hope Workbook*, MA's Daily Reader *Living Every Day with Hope*, and Conference-approved pamphlets (*MA's Copyrighted Materials*).

MA meetings, groups, and districts *are permitted* to reprint, "screen-share" or otherwise use in MA groups and meetings (*in their entirety*), the *Twelve Steps*, *Twelve Traditions*, *Twelve Questions,* or *Twelve Concepts for Service*[5]**,** and to quote a phrase, sentence, or brief paragraph excerpted from longer MA literature such as *Life with Hope*, the *Life with Hope Workbook*, MA's Daily Reader *Living Every Day with Hope*, MA or ANLP website content, the MA App, MA's Service Manual and Conference-approved pamphlets, without a prior, written request to do so, provided they do not change or alter those Copyrighted Materials when sharing them.

When this occurs, the proper credit line should be included to ensure that the copyrights of MA literature are protected. After a quotation from a book or pamphlet, the credit line should read:

"*Reprinted from (name of publication, page number), with permission of MA World Services.*"

Longer texts, such as *Life with Hope,* or *Living Every Day with Hope,* may not be shared in their entirety (like the *Twelve Steps* or *Twelve Traditions* may), or be uploaded to a group, or district website, or otherwise made available for download. However, *it is permitted to quote a phrase, sentence, paragraph or brief chapter that has been excerpted* from longer MA literature.

Copyrighted Materials May Not be Altered (*Without Express Written Permission*)

- While it is permitted to read, reprint, screen-share, or excerpt MA Literature, it may not be altered in any way (*besides excerpting*) if it is being read, reprinted, "screen-shared," or otherwise used in groups or meetings.
- Examples of unauthorized alterations that are strictly prohibited would include changing the text or wording of MA's Copyrighted Literature (*such as removing or replacing any words or phrases in the Twelve Steps, Twelve Traditions, or Life with Hope*), or changing the text or wording of any other content being shared or read from in a meeting from MA's Copyrighted Materials.

[5] Alcoholics Anonymous World Services, Inc. ("A.A.W.S.") is the legal owner of the *Twelve Steps*, *Twelve Traditions*, and *Twelve Concepts for Services*. MA World Services has reprinted and adapted these with express permission from A.A.W.S. Altering these individually as a meeting/group or district without following the procedures for doing so as an entire fellowship, as required by the Conference Charter, also infringes on A.A.W,S.'s copyrights, and risks damage to MA's reputation and relationships. MA's use of the *Steps* and *Traditions* does not mean A.A. is affiliated with this program.

- MA does not own the copyrights to the Serenity Prayer, the St. Francis/Eleventh Step prayer, the Unity prayer, or other prayers not from *Life with Hope*, so does not have any requirements or limits on their use - although other entities may. Alcoholics Anonymous ("A.A.") also does not own copyrights to the Serenity Prayer and other prayers not from the Big Book of Alcoholics Anonymous. Nevertheless, it should be noted that anything that is not expressly documented as being in the public domain is copyrighted to some individual or entity, and should not be used frivolously or without permission.

If any MA member, meeting, group, region or district is uncertain whether a certain use of MA Copyrighted Material is authorized, or if they seek permission to alter copyrighted material for a particular purpose, they should contact MA World Services. Many uses need to be evaluated on a case-by-case basis to protect the integrity of MA's Intellectual Property and the MA program, in fulfillment of MA's primary purpose.

For more information about MA's Intellectual Property Policies & Procedures, see MA's IP Policy: MA12.org/IP-Policy; IP "FAQ:" MA12.org/IP-FAQ; IP Handout: MA12.org/IP-Handout; a list of authorized chip vendors: MA12.org/Tokens; or email Legal@MA12.org.

Part 4: MA World Services

Chapter 15 − 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. GSRs, 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 nonprofit 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 nonprofit 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 nonprofit 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 also serve as Directors of the corporation. The MA World Services Corporation is a nonprofit incorporated under the laws of the state of California. It has further been accepted as a charitable organization under US Internal Revenue Code Section 501(c)(3). Contributions to the corporation may be tax-deductible.

Chapter 16 – 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, on page 75*). It is suggested that District/Regional representatives be elected 60 days in advance of the Conference, if possible, to give them sufficient time to familiarize themselves with the Conference agenda and their District's group conscience. Outgoing Delegates/Regional Representatives will ideally serve as Service Sponsors to incoming Delegates/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 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, alcohol, and all other mind-altering substances (*unless those other substances are taken as prescribed by a healthcare provider*)." 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 of Marijuana Anonymous in Appendix I: Foundation Documents, page 53.)*

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 many Conference Attendees meeting in a short time period can be confusing and difficult. MA has adopted an abbreviated, modified set of rules based on Robert's Rules of Order (*Appendix III: Parliamentary Procedure, page 70*). 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 *(see page 75)* 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 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 in Appendix I: Foundation Documents, page 48.)*

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, alcohol, and all other mind-altering substances (*unless those other substances are taken as prescribed by a healthcare provider)*.

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 judgment, 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
- Board of Trustees meeting summaries
- 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 Meeting Finder Directory Support.
- Submit contact information for District officers and chairs to the Outreach Trustee.
- Report the conscience of the groups and Districts/Regions to MA World Services (Agenda@MA12.org) in setting the next Conference Agenda by a date that is four months prior to 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 17 – 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 page 75*) 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 Bylaws of Marijuana Anonymous in Appendix I: Foundation Documents, page 53)*.

Our corporate Bylaws require that Trustees have a minimum of two years sobriety, which means abstinence from marijuana, alcohol, and all other mind-altering substances *(unless those other substances are taken as prescribed by a healthcare provider).*

Three Trustees' names are placed on public records of MA World Services: the Board Chairperson, Secretary, and Treasurer Trustees. Therefore, Trustees serving in these roles must be prepared to accept that their names will be made publicly available with the California Secretary of State.

Trustees are required to notify others holding elected or 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.

With a consensus of a majority of the Board of Trustees, written notice shall be given to any person holding elected/appointed World Service level positions, including the MA World Services Board of Trustees and members of the A New Leaf Publications Department, that they are in danger of being suspended from their position due to problematic behaviors. Such written notice shall be sent by the Chairperson of the Board or designee giving the recipient time to respond and improve their service, as well as an opportunity to resign.

If said recipient has not acted to correct the problematic behavior within 30 days, the Board of Trustees shall vote to suspend said recipient by a three-quarters (¾) super majority vote. For recipients holding positions with increased operational and/or financial responsibilities, such as but not limited to, Chairperson Trustee, Treasurer Trustee, A New Leaf Publications Chairperson, and A New Leaf Publications Treasurer, problematic behavior must be corrected within 14 days, at which time the Chairperson Trustee or, if needed, the Secretary Trustee will call a special meeting of the Board to suspend said recipient by a three-quarters (¾) super majority vote. Said recipient may be formally removed by a vote of the Conference Body at its next meeting.

Problematic behavior(s) leading to such action shall include, but not be limited to, loss of qualifying sobriety, financial malfeasance, unexcused absence from two or more consecutive Board meetings, a persistent and generalized inability to work effectively with others, failure to respond or communicate within one week in the case of urgent matters which affect financial and/or corporate business, and/or discriminatory behavior toward others. These provisions supersede any provisions to the contrary in the foundation documents, including A New Leaf Publications Charter.

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 Chairperson for 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 Chairperson 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 Board Chair or other Trustee. Said question will be treated as "discussion" and will trigger an additional 7-day response period upon confirmation.
- The Board Chair 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 Board Chairperson will review the result of the "Action without a Meeting."
    - *Unanimous affirmative:* Chairperson 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 Description

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, alcohol, and all other mind-altering substances *(unless those other substances are taken as prescribed by a healthcare provider)*, is required. One year of Delegate experience is recommended.

The following responsibilities and conditions are expected of all Trustees:

- Understand and work within the Twelve Traditions and Twelve Concepts for Service of MA.
- Respond to questions and requests for help from the fellowship or the public in a timely manner by phone and/or email.
- Attend and participate in all virtually held Board of Trustees meetings; must have reliable internet access.
- Maintain regular communication with other Trustees and respond as soon as possible.
- Act as Chair for their specific committee, or appoint a suitable Chairperson to ensure throughout the year the committee meets all mandated deadlines as directed by the Conference and the Service Manual.
- Annually review individual Trustee job description, and if changes are made submit the revised Trustee job description to be updated on the MA World Services website and the Trustee Handbook.

- Prepare in advance a written report of annual activities, for presentation at the annual Conference.
- Understand and adhere to the "Legal and Ethical Obligations of Being a Trustee" as explained in the Trustee Handbook.
- Sign the acknowledgment of receipt of the Conflict of Interest Policy, and submit it to the Service Inventory Group.
- Support the A New Leaf Publications (ANLP) Department in filling executive vacancies in the Department (*per the procedures set forth more fully in the ANLP Charter, any other ANLP policies and procedures, and the Trustee Handbook*) by either:
    - Selecting a qualified candidate for vacancies in any of the three (3) Officer positions (*Chairperson, Treasurer, or Secretary*); or
    - Suggesting a qualified candidate for vacancies in either of the two (2) Editor positions for the ANLP Department to vote on and ratify; and/or
    - If six weeks have elapsed for a qualified candidate to be found for any of these five (5) Executive ANLP positions, members of the Board of Trustees shall temporarily fill the vacancies until a qualified candidate is found, as designated on page in the Appendix II: ANLP Charter and/or other ANLP policies and procedures (*which can be obtained by contacting the ANLP Chair: Chair@ANLP12.org*).
- For Trustees who supervise any Special Worker(s):
    - Review and work within the policies and procedures for supervising Special Workers set forth in the Trustee Handbook.
    - Maintain regular communication with any Special Worker(s) a Trustee supervises.
    - Perform, at minimum, semi-annual performance reviews for the Special Workers; adhere to MA's employment policies and procedures contained within the Special Worker Handbook, and all applicable employment laws and regulations.
- Treat everyone encountered, in any capacity at MA World Services, with dignity and respect

Current specific Trustee job descriptions are available online at MA12.org/Trustees

The Trustee and Special Worker Handbook are available at MA12.org/Handbooks

Chapter 18 – The MA World Service Conference

The MA World Service Conference is the forum where we conduct the official business meeting(s) of the Members that allow Marijuana Anonymous to exist and continue as a nonprofit 501(c)(3) organization, as required per our Bylaws.

MA members from around the world gather to discuss matters which affect Marijuana Anonymous as a whole and come to group conscience decisions as we consider how best to move forward as a community. The Conference Body is composed of Participating Observers, Delegates, Trustees, and Special Workers.

In preparation of each Conference, MA World Services has three primary responsibilities:

- Electing a Conference Chairperson, with the suggestion that this person have at least one year clean and sober, defined as abstinence from marijuana, alcohol, and all other mind altering substances (*unless those other substances are taken as prescribed by a healthcare provider*).
- Providing an Agenda ideally 90 days, but no less than 60 days, prior to the opening session of the Conference cycle.
- Securing a virtual host platform and conducting training sessions for attendees as needed.

MA World Services usually holds the Conference in May each year. Additional meetings of the Conference Body may be called when necessary. Some necessary annual business is time-sensitive. For example, Trustees are elected (*utilizing the Third Legacy Procedure*) during the Conference session occurring in May, and the budget for the upcoming fiscal year must be approved prior to the end of the business fiscal year (*June 30th*). Thoughtful consideration should be taken when arranging the schedule to accommodate various time zones in order to maximize international participation.

Conference sessions have large numbers of attendees, and the Agenda is frequently quite full. These sessions are therefore conducted in a formal manner, strictly adhering to the modified form of Rules of Order. These Standing Rules are applied to assure that the business meetings stay focused and organized. (*See page 70, Appendix III: Parliamentary Procedure and the Conference Standing Rules*: *MA12.org/Standing-Rules*).

The procedure for obtaining Conference approval of Work is set forth in *Conference-Approved Material – Definitions (see page 44).* The term "Work" is defined as any artistic work or composition including, but not limited to, text, graphics, audio, and video.

Conference Members

The Members of the Conference are the Trustees, Delegates, and appointed or elected MA World Services Committee Chairs 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 *(see page 75)*.

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, page 47)*.

Conference Committees

All Conference Attendees are expected to participate in one or more Committees, except for the MA World Services Board of Trustees Chairperson who is an ex-officio member of all Committees. Members 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.
- ***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 MA.
- ***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 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, 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.

- ***Newcomer Support Committee*** — provides support to our newest members by responding to requests via phone, email, and text. Support requests are received from MA's phone line, email, website, and app. Additionally, the committee plans for and facilitates introductory workshops.
- ***Outreach Committee*** — helps carry the message of recovery to marijuana addicts by fostering the worldwide growth of MA. The committee maintains communication with members, meetings, and districts to ensure they are aware of the support it offers, including with respect to issues of safety, representation and accessibility.
- ***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 ideally 90 days, but no less than 60 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), page (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. All submitted Agenda Items and Motions from the floor shall reference the specific section(s), chapter(s), and paragraph(s) indicating exactly where to add, change, or delete language in the Service Manual, or anywhere else where changes are to be made, as applicable.

Language to be removed shall be shown as strikeout, bolded text, and in bright red in color: ~~**example**~~. Language to be added shall be shown in brackets, bolded text, and in bright purple**: [example]**.

If large amounts of text (*approximately 1/3 of a page or more*) are being revised or removed from the Service Manual by a proposed Motion, the Agenda Item may include a hyperlink to the original text (*such as the Service Manual, pamphlet, page on the MA website, etc.*) and/or "short link" to the exact pages of the text being removed. The Agenda Item is not required to include all of the current language that is to be removed in red, strikeout text typed out in the proposed Motion. The Agenda Committee can assist with creating a "short link" to add to their Contextual Statement for ease of review by members who may want to review the original text while at an in-person meeting by typing the link into their phone, rather than clicking on the long hyperlink while at a computer.

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" or "member of District ___"), a group, a committee, or anonymous.

BACKGROUND/ORIGIN: A concise explanation of the rationale behind the proposed Motion, including any history that may be necessary to understand the context of the proposition and what is hoped to be achieved if the motion passes.

MOTION: The actual language of the Motion, which precisely states the action to be taken. (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, this is an abridged version of a previous Conference Motion):

TITLE: Annual Conference to be held Remotely

SUBMITTED BY: Lyle D., A Member of District 99

BACKGROUND/ORIGIN: Since Covid-19 the Conference has been held online exclusively. Our Service Manual has not been updated to reflect that reality. This motion seeks to make it clear that from now on the Conference shall be held online.

MOTION: That the following text be amended within Service Manual, version 8.1 page 51, Conference Charter, Section 9. The World Service Conference:

FROM:
The Conference shall meet yearly. **[Additional]** ~~**Special**~~ meetings **[of the Conference Body]** may be called when necessary. ~~**In the absence of action by the Conference Body two years in advance determining an in-person location, the**~~ **[The]** Conference shall be hosted by MA World Services and held ~~**solely**~~ remotely, using a virtual platform, accessible through computers, tablets, and smartphones.

TO:
The Conference shall meet yearly. Additional meetings of the Conference Body may be called when necessary. The Conference shall be hosted by MA World Services and held remotely, using a virtual platform, accessible through computers, tablets, and smartphones.

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 1*2 Traditions of Marijuana Anonymous (LwH*) and the *Life with Hope 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 Conferenced-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 and can only be revised with approval by the Board of Trustees.

Procedure for Approval of Changes in the Language of the Steps, Traditions, and/or General Warranties

> "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 (¾) of the MA groups…"
>
> - Conference Charter, MA Service Manual

A vote to change the Twelve Steps, Twelve Traditions, and/or General Warranties is colloquially referred to as a "fellowship-wide vote." When used in this context, the term "group" means any meeting registered with World Services, consisting of two or more marijuana addicts who gather on a regular basis and have an ability to obtain an informed group conscience, regardless of the terminology they use to define themselves (either meeting or group).

In the event that a Conference motion passes which initiates a fellowship-wide vote, the proposed change(s) must be sent to all registered MA groups in ballot format. MA groups have a minimum of 6 months to consider the proposed changes and return their ballot. In order for the proposed changes to be implemented, three-quarters (¾) of the returned ballots must be in favor, or "yes" votes, to meet the requirements of the Conference Charter. (*The Conference Charter of Marijuana Anonymous,* page 48.)

Let's break that process down by first explaining the distribution of ballots. In order to receive a fellowship-wide vote ballot, the group must have at least one regularly scheduled meeting registered with World Services (listed in the Meeting Finder). If a group/meeting has multiple occurrences per

week, the determination of whether they may receive more than one ballot will be based on the number of regular business meetings they hold. The ability to obtain an informed group conscience during its own regularly held business meeting is the most important factor in a group being eligible to submit a ballot.

For information on how to obtain a group conscience, see *Appendix III: Parliamentary Procedure*, page 70.

For example, if a group hosts seven meetings per week which share a name and meeting time, but only one business meeting for all seven occurrences—they are eligible to receive only one ballot. However, if each of those meetings has their own distinct service group, with separate business meetings—each service group would receive a ballot, even if they have the same name. In essence, regardless of how frequently a group meets, they will receive one ballot per business meeting for the fellowship-wide vote.

Now that we better understand what it means to be a registered group and how many ballots will be distributed, let's talk about some other considerations.

> "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 (¾) of all those registered groups who respond to such proposal."
>
> - Foundation Documents, MA Service Manual

Changes to the Steps, Traditions, and Warranties are taken very seriously. This is why the threshold for approving those changes is so high and why groups have a minimum of six months to carefully consider the changes. It is also for this reason that a Conference Agenda Item that seeks to change the text of the Steps, Traditions, and/or General Warranties in Article XII can not be made as a floor motion; it must be submitted to the Conference Agenda Committee so it can be distributed to the fellowship for discussion and review prior to the Conference.

These guidelines are in place to ensure that the administration of a fellowship-wide vote is fair and accurate, as intended by the Conference Charter. However, specific processes (such as meeting contact verification, ballot distribution, reminders, the due date to submit votes, when the ballots will be counted, and how and when the results will be distributed) may vary based on the needs of the fellowship. Ultimately, it is within the discretion of the Policies and Procedures Committee (and/or any ad hoc committee tasked with facilitation) to determine how best to conduct the voting process.

Appendix I: Foundation Documents

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 (¾) 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

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, alcohol, and all other mind-altering substances (unless those other substances are taken as prescribed by a healthcare provider).*

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 (¾) 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 Directors/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 (⅔) 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 (¾) 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 Directors/Trustees 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 Subcommittee 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 SERVICES 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 SERVICES CONFERENCE:** The Conference shall meet yearly. Additional meetings of the Conference Body may be called when necessary. The Conference shall be hosted by MA World Services and held remotely, using a virtual platform, accessible through computers, tablets, smartphones, or other means. The Conference may also render advisory opinions at any time by mail, email, virtual meetings, 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 Services Conference:** The Conference will hear the financial and policy reports of the Board. The Conference will consult with the Directors/Trustees, officers, and staff members *("Special Workers")* 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.

Originally approved & adopted by the Marijuana Anonymous World Service Conference, October 1989.
Amended by the MA World Service Conferences, May 1995, May 2006, May 2023, and May 2025
** See attached copy of the 1989 resolution on the following page*

Articles of Incorporation of Marijuana Anonymous World Services

I.

The name of this corporation will be: 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

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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, alcohol, and all other mind-altering substances (*unless those other substances are taken as prescribed by a healthcare provider*).

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 A New Leaf Publications, 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 their position pursuant to Article VIII of these Bylaws shall also automatically cease to be a Member of the corporation.

Section 4. Notice of Members' 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 of upcoming meeting dates shall be provided ideally ninety days before the meeting.

The Conference Agenda Committee shall create a written document giving notice of Agenda Items to be acted upon at the annual meeting ideally 90 days, but no less than 60 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 posted on the MA website to be viewed by independent meetings and other members of the Fellowship of Marijuana Anonymous. 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

c) **Eligibility to Vote**. Corporation Members shall be the only persons entitled to vote at any meeting of Members.

d) **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.

e) **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.

f) **Percentage of Votes Required to Act**. If a quorum is present, the affirmative vote of two-thirds (⅔) 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 (⅔) 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 (⅔) 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. 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 Board of Directors' meeting by three-quarters (¾) vote of the Directors. Potential candidate(s) for Alternate Director(s) shall be selected from eligible Members of the most recent Conference Body. If no such Members are available, the Board of Directors will determine an Alternate based upon Article VIII Section 3c.

The number of Alternate Directors to be designated as "official" Alternate Directors, for logistics purposes, such as receiving email accounts and attending the monthly Board of Trustees meetings, shall be determined by that year's Conference Body. The remaining Alternates will be designated as being on

an “Alternate Waitlist”, only to be called upon as official Alternate Directors in the event one or more of the official Alternates are called to serve as Trustee(s) due to a vacancy on the Board of Trustees.

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 three-quarters (¾) vote of the Directors. When an Alternate Director fills a vacancy to a term that continues in excess of twelve months, the now elected Director must stand for re-election at the annual MA World Service Conference or any special meeting of the Members in order to be considered to fill the full Director's term.

d) 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. If resignation was caused by extenuating life circumstances e.g., a physical health condition, mental health condition, or personal tragedy, special consideration may be granted at the following MA World Service Conference.

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 meeting of the Members 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 they acted in good faith, in a manner they 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 they reasonably believed to be in the best interest of this corporation or that they had reasonable cause to believe that their conduct was unlawful. In the case of a criminal proceeding, the person must have had no reasonable cause to believe that their 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 7*) 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 neutral, 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 (page 4).*

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 (page 5).*

The Marijuana Anonymous World Services Corporation shall use its best efforts to ensure 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 (page 6).*

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.

Appendix II: A New Leaf Publications Charter

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1. Statement of Purpose

A New Leaf Publications (ANLP) is a "doing business as" (DBA) of Marijuana Anonymous World Services (MA World Services), a California nonprofit corporation. As the Publishing Department, A New Leaf Publications is responsible for MA literature after its creation. ANLP oversees the business of administering the publication and distribution of MA World Service Conference-approved literature and other publications. This includes the MA creative publication, *A New Leaf* (ANL), which has been published monthly since 1991 for the purpose of carrying the message of recovery and service.

2. ANLP Department

The Department shall have at least five (5) Executives, including three (3) Officers (Chair, Treasurer, Secretary) and two (2) Editors (Content Editor and Design Editor). The Department may also include Special Workers, Trustees, related Subcommittee Chairs, past ANLP Department Members, and other volunteer positions. Collectively, all these positions are referred to as "Members of the Department."

The specific duties, responsibilities, and qualifications for all Members of the Department shall be contained within the *About ANLP* webpage, at ANLP12.org/About. The "ANLP Best Practices," contains more thorough explanations of ANLP's procedures, protocols, and detailed job descriptions, available at ANLP12.org/Best-Practices.

3. Powers and Duties of Executives

All duties and powers set forth herein may be delegated or assigned to Special Workers and/or agents of ANLP as deemed necessary by the Executives, although the duties and powers remain the ultimate responsibility of the Department.

3.1. General Powers

The Department's Executives shall manage all business and affairs of ANLP, subject to any limitations set forth in this document, the Bylaws of MA World Services, and the Conference Charter of Marijuana Anonymous.

3.2. Specific Powers and Duties

The Executives shall have the power, consistent with the law, this document, the Bylaws, and the Conference Charter of MA, to:

a) Select and remove any agents and Special Workers of ANLP and prescribe any powers and duties for them.
b) Add any additional members to the Department as needed to conduct business efficiently.
c) Maintain its own bank account and use the funds at its discretion as approved by the Executives.
d) Vote and determine how quorum will be established at Department meetings.
e) Amend the "ANLP Best Practices" at will through group conscience.

4. Meetings of the Department

4.1. Meetings

The Chairperson facilitates a standing monthly meeting of the ANLP Department. At their discretion, or at the request of another Executive, the Chairperson may call additional meetings if necessary. Meetings may be conducted online, by phone, or via email.

4.2. Quorum

A minimum of three (3) Voting Members (*as determined by the ANLP Executives*) is necessary to do business. Unless otherwise stated in this Charter, the positive vote of a minimum of two-thirds (⅔) of voting members is necessary to pass a vote.

4.3 Voting

Voting may take place during a regular Meeting of the Department or an out-of-session vote may be called by the Chairperson or an Executive via email. In the case of an out-of-session vote, the Chairperson may open voting by notifying all voting members of a proposed motion and allowing a reasonable time for all voting members to respond, offer discussion, and vote. In no case shall the amount of time for voting members to cast out-of-session votes be less than 48 hours or more than one week.

5. Executive Vacancies

A vacancy or vacancies in the Department shall be deemed to exist upon death, resignation, or removal of a member of the Department if they no longer meet the qualifications to be an Executive as set forth in the ANLP Best Practices.

5.1. Resignations

Executives may resign at any time by written notice to the other Executives, or oral notice may be given during a Meeting of the Department.

5.2. Removal

a. Removal Of Officers:

i. An Officer may be removed upon an affirmative vote by at least three (3) members of the Department, followed by a referral to the Trustees of MA World Services, who would then vote on the matter; or

ii. An Officer can be removed for cause by vote of the Trustees of MA World Services *without* a need for a referral from the Department.

b. Removal of Editors:
Editors can only be removed by a unanimous vote of the Officers of the ANLP Department.

5.3. Filling of Vacancies

As vacancies occur, MA World Services Trustees shall conduct a search for a suitable replacement(s), in consultation with and approval from the Members of the ANLP Department. If, within six (6) weeks of the vacancy, no suitable candidate has been found, the vacancy will be temporarily filled by a Trustee or Alternate Trustee until such a candidate can be found.

6. *A New Leaf*, and Compilations

A New Leaf (*ANL*) is MA's creative publication, distributed for the purpose of carrying the message of recovery and service to the Society of MA. It features content submitted by MA members, such as: personal stories, poetry, artwork, paintings, drawings, comics, puzzles, photography, lyrics, music, and any other content that celebrates the creativity of MA members and publishes the message of hope in recovery.

Since each issue of *ANL* cannot go through the lengthy Conference-approval process, due both to the artistic nature of its contents and the logistics of the Conference occurring too infrequently for the monthly issue to be reviewed—the Conference Body recognizes *A New Leaf* as the publication of the Society of Marijuana Anonymous, and its publication in various formats is both supported and acknowledged by the Conference Body without requiring separate Conference-approval.

ANLP may also curate the content submitted by members, including, but not limited to, content from past issues of *ANL,* or previously Conference-approved materials, for publication into other formats and/or compilations. This includes, but is not limited to, formats online, in blogs, podcasts, other audio, in print, digital format, by email, and/or other compilations, without requiring the additional approval of the Conference.

A New Leaf, compilations, and any publication of *ANL* or its contents into other formats will carry a disclaimer that the articles contained within are the sole opinions of the authors and do not reflect the opinions of Marijuana Anonymous as a whole. MA is not affiliated with—and does not endorse or accept contributions from—any outside enterprise.

7. Dedication of Assets

The properties and assets of ANLP will be used for the purpose of carrying the message of MA as referenced in the Statement of Purpose, in Section 1, and as set forth in the Bylaws and the Conference Charter of Marijuana Anonymous.

7.1. Distribution Upon Dissolution

ANLP is a "doing business as" (DBA) of MA World Services, and in the event of dissolution or restructuring, all assets allocated to ANLP shall be reallocated to MA World Services. No assets shall be distributed to any private person or outside organization.

Approved for incorporation into MA Service Manual by the 1998 World Service Conference on 5/25/1998
Last revised by the ANLP Department and adopted by the MA World Service Conference on 6/28/2026

Appendix III: Parliamentary Procedure

The MA World Service Conference and many MA groups utilize a modified version of *Robert's Rules of Order* to conduct business in an orderly way that is fair to all meeting members. For the purpose of the Conference, these are known as the Standing Rules. During the Conference, the Standing Rules are implemented at the discretion of the Chairperson and the Parliamentarian. Robert's Rules of Order would be referenced and utilized should a topic not be covered in the Conference Standing Rules.

For the purpose of District Service Committees and meetings/groups, this section of the Service Manual is suggestive: The ultimate authority of the group is in the power of an informed group conscience, which includes determining how group conscience is gathered.

The following is an example of Parliamentary Procedure in its simplest form, which can be used formally or casually as the group sees fit.

- A member puts forth a motion (*an idea*) by stating it. Another member may second the motion *(they agree with the idea).*
- The motion maker and the person who seconded the motion, may accept "friendly" amendments *(changes to the proposed idea*).
- The Chair states the question *(repeating the idea [motion] so everyone understands the full concept being discussed*).
- It is now active on the floor and open for discussion.
    - The motion maker *(person who originally had the idea*) begins by elaborating on the motion (*why they think this is a good idea the group should adopt*).
    - Discussion then continues with the Chair calling on members who have raised their hands, one at a time.
    - In the spirit of group conscience, everyone is provided an opportunity to voice their opinion before someone speaks a second time.
    - Consider all viewpoints and ask if there are any dissenting opinions or final thoughts.
- To determine an outcome, a motion may be:
    - Tabled (*to become old business next month*)
    - Referred to committee (*discussions are needed outside of the Business Meeting*)
    - Approved by unanimous consent (*no one disagrees*)
    - Voted on using quorum (*percentage of votes required to pass*)
    - *Note: New motions may not be introduced until the active motion is resolved; no changing the subject.*

An informed group conscience is possible when a group of members discuss all known information about a subject while upholding the MA Traditions. Each member should have an opportunity to share their individual viewpoints on the matter. **During debate (*discussion*) group members should be willing to have an open mind and listen to opinions that differ from their own.** The chairperson will then hold a vote to determine the outcome.

Rules of Order as Adapted for Marijuana Anonymous

Quorum

A Quorum is the minimum percentage of the voting members needed in order to pass any motion. This may also apply to whether or not a minimum number of members must be present at a business meeting to vote. This minimum threshold of votes is suggested in order to prevent a fraction of the whole group from making all the decisions while others are not present.

Districts, Regions, and Groups decide what percentage will be used for Quorum; traditionally it is the assembly of at least two-thirds (⅔) of the members eligible to vote at that particular meeting. In order for the proposed changes (*motion*) to pass, the group may decide if there need be a certain percentage of the in-favor votes; such as a simple majority (more than 51%), two-thirds (⅔) or three-fourths (¾). Unity can be best upheld when a large majority of the quorum agrees to the motion. If no one disagrees with the proposed changes, that's called Unanimous Consent.

Autonomous groups/meetings are free to decide whether or not there are any such requirements for their group to obtain a group conscience. MA World Services has no rules or requirements about how to obtain a group conscience, and does not govern. This includes determining the percentage of votes needed to pass a motion.

Motions

Motions are formal proposals for action. When you have an idea or concept that is new or a current policy that could be changed, you have an opportunity to make a motion. Motions are different from general discussion because it starts with either "I move that…" or "I make a motion to…" and then states the proposition in a clear and succinct way. Example: "I move that we switch our coffee from light roast to dark roast."

Motions may be written ahead of time and presented to the Chairperson so that it may be added to the Agenda during the "New Business" section of the meeting. Although not necessary, motions created before a meeting have greatly helped many groups stay focused and have a more informed group conscience.

Seconding a Motion

In order for the group to continue talking about the motion, someone else must agree that the concept is worth group discussion and consideration. This requires someone to second the motion by saying "Second!" or "I second the motion." If there is no second, the motion is not put before the group for debate (*discussion*) or decision.

Friendly Amendments

Amendments modify the wording, and often the meaning, of the motion and should say exactly where the change is to be made and precisely what proposed words to use. Friendly amendments (*suggestions*) are typically in the spirit of the motion and are given by someone trying to improve the motion. As friendly amendments are proposed, and accepted or rejected, it is helpful to take good notes to ensure everyone is able to track the changes to the motion language.

In order for the friendly amendment to be accepted, the motion maker and seconder must agree to the proposed change(s). Should the original motion maker and/or the person who seconded the motion not agree to what is being suggested, the person proposing the modification can make a "Formal Motion to Amend" once the Chair has stated the question.

Stating the Question

The Chair states the question by reading the motion as currently written, to ensure that the group understands exactly what is going to be debated and ultimately voted upon. Once the question has been stated, the motion is officially "on the floor." Once the motion is on the floor, it belongs to the group. This means the motion maker and seconder can no longer make changes to the main motion or accept friendly amendments; changes to the main motion require a "Formal Motion to Amend."

Formal Motion to Amend

A formal motion to amend is required once the main motion is on the floor. Amendments modify the wording, and often the meaning, of the motion and should say exactly where the change is to be made and precisely what proposed words to use.

These types of amendments are subsidiary motions. They follow the standard journey of a motion: being seconded, proposed friendly amendments, stated by the chair, debated, and voted upon (*or accepted by unanimous consent*). **Debate during a formal motion to amend will consist of discussing only the proposed changed language; it is not time to debate the main motion.**

The group conscience must resolve the motion to amend before returning to the main motion. If the motion to amend is accepted, this new language becomes the main motion to be discussed. Should the motion to amend fail, then the original motion language will be debated.

Debating the Motion (Discussion)

Debate is the discussion on the merits of a pending question (*motion*) to determine if the issue should be adopted or not. Debate shall be managed by the Chair in an impartial manner. Members may participate in discussion only when they are recognized by the Chair (*asked to speak*).

The following are a few suggestions for managing debate:

- Time discussion: e.g. two minutes per person, or set a maximum time.
- Begin with two members in-favor and two against.
- Follow the remaining queue in the order hands are seen.
- Acknowledge members who have yet to speak before hearing from someone who has already spoken.
- Encourage members to step out of the queue if their opinion has already been stated; their voice will be their vote.
- Call for and stress the importance of dissenting opinions.
    - The Sixth Concept for Service states: A "Right of Appeal" exists to protect minority opinions, and to ensure that all viewpoints have been considered in the decision making process.
- Should debate threaten the unity of the group, take a moment to say the Serenity Prayer; recall our primary purpose.

Ending Debate

Once all discussion points have been heard, the group is ready to vote. Debate will officially end once the Chairperson calls for the vote or the Previous Question has been moved, seconded, and the vote passes in-favor.

Previous Question

The Previous Question may be called when a member feels like the group is ready to vote, or that the debate has become repetitive. When recognized by the Chair, the proper wording is, "*I move the Previous Question*." Alternatively, they may say "*I call the Question,*" or "*I move, we take this to a vote*." A Motion for the Previous Question must be seconded and is not debatable (*no discussion*). This motion to end debate requires group conscience by vote or unanimous consent.

Should the vote to end discussion pass, the group will immediately vote on the main motion. Should it fail, the group has determined that more discussion is needed on the main motion. Consider carefully before calling for the Previous Question; it may cause additional time in proceedings, especially if the Chairperson is near ending debate.

Postponement of Motions

Sometimes the group isn't ready to vote. In such cases, the group may decide to postpone the motion. Perhaps more information is needed, the motion needs to be reworked, something more urgent needs to be discussed, or there simply isn't enough time left in the business meeting.

The following are subsidiary motions that require recognition by the Chair to move. They all must be seconded, and require a vote.

- A motion to Postpone to a Certain Time is debatable, and temporarily sets the Motion aside until the designated time. E.g. "I move, we postpone this motion to next month's meeting."
- A motion to Refer to a Committee is debatable. It can be used to facilitate more involved discussion outside of the business meeting by interested parties. E.g. "I move, we refer this to an ad hoc committee." or " I motion, we refer this to the literature committee."
- 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 for debate. E.g. "I motion to table and move this to old business for future discussion." or "I move, we lay this on the table until we resolve (*this new issue*) that arose during discussion."
- A motion to Postpone Indefinitely is debatable and essentially eliminates the motion for consideration forever. E.g. "I don't think this is worth our time, I move to postpone this indefinitely."

Requests and Inquiries

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

"Point of Order" is used to call the attention of the Chair to a potential violation of the Parliamentary Procedure. The person who calls Point of Order will explain their reasoning, such as, "Point of Order, we cannot vote yet as there has been no discussion" or "Point of Order, the motion was not seconded and therefore is not up for debate." The Chair, if needed, consults the Parliamentarian, and then rules on the Point of Order, briefly giving reasons.

"Request for Information" is used to ask a question relevant to the matter at hand, but not related to Parliamentary Procedure. This term is also known as "Point of Information."

Request for Information is not used to *give* information but rather to *gain* information, such as, "Request for Information, how much was spent on this last month?" or "Request for Information, are we voting on the motion to amend or the main motion?" The Chair may call upon an informed member to solicit information in response to the request.

Note: If the objective is to give information, the Request of Information may be ruled out of order by the Chair, and one may join the queue, wait to be recognized, and make the informative point as part of debate.

Voting

Unanimous Consent

If it appears to the Chairperson that the matter is uncontroversial, it is proper for the Chair to ask if there is "*any objection*" to adopting the matter. If no objection is made (*no one disagrees with the idea*), the Chair may declare it adopted. However, if even one member is opposed, the matter is subject to debate and vote.

Votes: Yes, No, and Abstain

Each voting member casts a ballot of "*yes*" or "*no*." Alternatively, they may *"abstain"* from voting. Should there not be enough "yes" votes in favor of the motion, as defined by quorum, it does not pass. Regardless of the outcome, members may wish to consider asking for continued discussion. Should any opinions shift due to the additional discussion, there may be cause for another vote. The Sixth Concept For Service in MA states: A "*Right of Appeal*" exists to protect minority opinions and to ensure that all viewpoints have been considered in the decision-making process.

A Member who *"abstains"* is choosing not to cast a vote. Abstentions are a grey area in voting policies. Members may choose to abstain because they do not wish to "take sides," or they may "not care" about the outcome. If there are many members choosing to abstain in a vote, it could also be due to a lack of understanding of the motion, and there may not have been enough discussion/debate.

MA World Services' Standing Rules of the Conference outline that the outcome of a vote requires a specific number of "yes" votes, established at the beginning of the session. "Abstains" act the same way as any "no" vote; they prevent the motion or amendment from reaching the threshold required to pass. At the group and district levels, this may differ. Groups may decide that only "yes" and "no" votes are included in the vote count, as if the person abstaining isn't present for the vote.

Review the above section on Quorum for support in developing your group's voting policies.

Elections: The Third Legacy Procedure

The Third Legacy Procedure is the method used for selection of Trustees and sometimes other Trusted Servants, such as Delegates. In a traditional electoral process, a government candidate declares or is nominated for office and then actively campaigns for the position. For recovering addicts in MA, that is risky and has the potential to damage the unity that is an important part of our recovery program. The purpose of this special procedure is to eliminate, as much as possible, the role of personality, ego, and competition in the process.

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) Before the first round of voting begins, each Candidate *may* provide a brief summary of their service history, such as: serving as a Sponsor; service at the levels of Meeting, District, and World Services including Service Sponsorship; and any relevant career qualifications such as having nonprofit management experience, being an attorney or CPA, and/or having bookkeeping or accounting experience. (*Note: Not having a lengthy service resume does not preclude an eligible candidate for selection to the Board.*)
4) Each Candidate will be given a maximum of 2 minutes to share their service history with the Conference Body (*ideally, 90 seconds with 30 seconds to wrap it up*). It is at the discretion of the Chairperson if needed to reduce to a maximum of 1 minute, or in extreme cases of constrained time to provide only a written service history.
5) To vote, each voting Member names their chosen candidate(s) (*from the current eligibility list*) on a secret ballot.
6) For each round of voting, voters must select the exact number of names as there are positions to be filled *(i.e. if there are three Trustee positions available, voting Members must select three candidates on their ballot*). As positions are filled, the number of names required on each ballot will change.
7) Errors made by voters regarding 5 or 6 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. (*Note: 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 a 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 IV: The MA Convention

The MA Convention is an annual fellowship-wide event for members from around the world to gather, celebrate recovery, make new friends, and reunite with old ones. The event supports our sobriety, serves our primary purpose, strengthens the fellowship, and is the largest fundraiser for Marijuana Anonymous World Services.

The Convention traditionally occurs on a three-day weekend, commencing on Friday (*late afternoon or early evening*) and concluding on Sunday afternoon. Over these three days, members participate in activities such as workshops, panel discussions, and meetings. Together we celebrate sobriety, listen to speakers, share meals, and enjoy fellowship events. The fun and memorable experience of a Convention energizes members and boosts recovery and spiritual connection, which fosters unity within our fellowship at large.

The first MA Convention was held in 1995 in Santa Cruz, California. At the 1996 MA World Service Conference, a Motion was passed which states, "The MA Convention Host District(s) will be determined two calendar years in advance at the MA World Services 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 adequate time for planning and fundraising, the Trustees may vote for interim approval of a 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.

The Conferences and Conventions Committee has resources about hosting the Convention, a step-by-step process for how to manage the many aspects that go into hosting a successful Convention. Guidance is provided for getting started, which includes organizing a service board, selecting a theme, securing a location, fundraising and financial management, programming, merchandising, and more.

In the past, Convention hosts were solely responsible for organizing, funding, and managing Conventions with little to no outside help, except a small amount of seed money from MA World Services for initial venue deposits. The seed money amount will be determined as the annual budget is set at the Conference for the upcoming year.

Although local support remains key, help is now available from fellows anywhere via virtual meetings. Fundraising is possible through virtual events easing the financial strain tremendously. The Conferences and Conventions (CoCo) Committee includes longtime members who have helped host previous Conventions. They are willing to Service Sponsor and be available to provide support and guidance for hosting a great and memorable Convention.

To get started contact the Conferences and Conventions (CoCo) Trustee: CoCo@MA12.org.