

DCCMA INTERGROUP POLICIES AND PROCEDURES

These policies and procedures, which are consistent with the Twelve Traditions and the DCCMA Intergroup Bylaws, provide guidance for implementing provisions of those Bylaws and assure smooth, consistent Intergroup operations. Per Article IX of the Bylaws, a majority of voting Intergroup members present has adopted and may amend them.

I. Intergroup Communications and New Member Orientation

1. Agenda

- a. The Chair shall distribute an agenda at least 48 hours before each Intergroup meeting to allow members to add discussion topics.
- b. The agenda should list all officer reports, committee reports, GSR reports, old business items, new business items, expected elections, and an announcement for the next monthly meeting. See Attachment A.

2. Contact List

- a. The Chair shall update and distribute the Intergroup Contact List every month to the Intergroup membership (ideally at the same time as the meeting agenda) for review and revision.
- b. The Contact List should include the first name, last initial, email, and phone number (cellular preferred) for all voting and non-voting members of the Intergroup. See Attachment B.

3. Minutes

- a. Prior to each Intergroup meeting, the Secretary shall provide all members of the Intergroup with draft minutes from the previous meeting per section 6.11 of the Bylaws.
- b. The minutes shall conform to the template in Attachment C.

4. Talking Points

- a. The Chair shall distribute talking points to all Intergroup meetings within one week of each Intergroup meeting.
- b. Talking Points are items of potential interest that the GSRs should take back to their groups. Items may include but are not limited to meetings needing support, upcoming committee meetings, upcoming social events, service opportunities, topics from the Intergroup meeting that need a group's approval (for example changes to the Intergroup bylaws, discussion topics at the upcoming CMA General Service Conference, etc.)

5. New Intergroup Member Orientation

- a. **New GSRs.** Prior to a new GSR's first Intergroup meeting, the Intergroup Chair shall provide him or her with a "welcome" email that outlines GSRs' responsibilities including meeting attendance, and information they should report at each meeting. This email should include links to the folders on the DCCMA Google Drive where these policies and procedures, the DCCMA Intergroup Bylaws, and the GSC Manual for World Service reside.
- b. **New Committee Chairs, Officers, GSC Delegates, and Mid-Atlantic Regional Representatives.** During the month of January, outgoing committee chairs, officers, and representatives shall meet with their incoming replacements to orient them to

their responsibilities and relevant Intergroup procedures and provide them with links to the folders on the DCCMA Google Drive where these policies and procedures, the DCCMA Intergroup Bylaws, and the GSC Manual for World Service reside.

II. Intergroup Finances

1. **Bank Accounts.** All Intergroup funds will be maintained in a [business] checking account at a financial institution insured by the FDIC. Per Section 7.3 of the Bylaws, the Treasurer and at least one additional Intergroup officer will have authority to sign checks; however only one signature will be required for checks. In order to minimize the risk of fraud or misuse no check cards or ATM cards shall be allowed for the Intergroup account. Checks shall only be written against the account according to the provisions of the Bylaws and these procedures.
2. **Records.** The Treasurer shall maintain a register of all account activity. The Treasurer should retain copies of all bank statements and provide electronic copies of all financial records to the Public Information Chair to be archived in Intergroup's records according to Policies and Procedures.
3. **Annual Budgets.** Committee Chairs, GSC Delegates, and the Mid-Atlantic Regional Representative should annually develop spending budgets for the following calendar year according to the following process:
 - a. At or before the October Intergroup meeting, the Treasurer shall provide Committee Chairs, GSC Delegates, and the Mid-Atlantic Regional Representative with historical spending information to guide their budget request for the following calendar year.
 - b. At least one (1) week prior to the November Intergroup meeting, the Treasurer should receive all draft budget requests.
 - c. At the November Intergroup meeting, the Treasurer shall present the draft budget requests to Intergroup for their review and so that GSRs can confer with their respective meetings should they so desire.
 - d. Prior to the December Intergroup meeting, the Treasurer may make modifications to the draft spending requests based on feedback provided by Intergroup members.
 - e. At the December meeting of Intergroup, the Treasurer will make separate motions to approve each budget requests for the coming calendar year.
 - f. Although it may be useful to know the amount of funds brought in by a specific event or meeting for a given year for purposes of deciding appropriate spending levels, these annual budgets are for spending levels and should be independent of any expected receipts. This practice ensures the most prudent and conservative use of the funds provided to Intergroup from the meetings and members of the Fellowship.
4. **Budgeting and Inventory Policies for Chips and Literature.** The Literature Chair shall follow the budgeting and inventory policies and procedures outlined in Section IV below.
5. **Annual Form 990-N (e-Postcard).** Consistent with IRS requirements to maintain the DCCMA's implicit status as a 501(c)(7) tax exempt organization, by February 28 of each

year, the Treasurer shall file a form 990-N e-Postcard confirming the DCCMA Intergroup's name, address, website address, employer identification number (EIN), Treasurer, and tax year (January 1- December 31) and stating that our gross receipts per year are normally \$50,000 or less. The link to this form and instructions are at: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

6. **Receipts.** Cash receipts (funds received) shall be handled as follows:

- a. Cash Receipts at Intergroup Activities and Special Events. All cash received at Intergroup activities and special events shall be deposited into the Intergroup's checking account within the timeframes prescribed in the DCCMA Bylaws (five (5) days for funds in excess of \$10.00). Reimbursement for expenses associated with these activities shall not be paid out of cash received at Intergroup activities or special events. This practice ensures the highest level of accountability and transparency of funds provided to Intergroup from the meetings and members of the Fellowship.
- b. Cash Receipts from Literature and Chip Sales. As described in Section VI.7 below, cash receipts from the sale of literature, chips, and medallions shall be used to replace sold inventory.

7. **Expenses and Disbursements.** All disbursements shall be made from Intergroup's bank account. Disbursements shall only be made in the following circumstances:

- a. The transaction has been approved by Intergroup (individually or through a Committee budget).
- b. For reimbursements, the transaction has actually occurred and been paid.
- c. For pre-payments a reliable estimate or quote exists for the transaction and if possible, the check is made payable directly to the vendor.
- d. A valid receipt or other supporting documentation (contract) exists for the transaction.
- e. For disbursements against a Committee budget the Committee Chair must sign the receipt or provide other evidence of his or her approval of the transaction.
- f. It has been the conscience of Intergroup that as a service to the individual meetings and to maintain the anonymity of its members, Intergroup will, if requested, pass along contributions from meetings to the CMA World Services. The GSR from the meeting must provide the funds to the Treasurer to be deposited into Intergroup's account. A copy of the letter template to World Services that should accompany the donation is included as Attachment D. The Treasurer will then disburse from the Intergroup's account the amount of the donation to CMA World Services at the address below:

CMA World Services, Inc.
4470 W Sunset Blvd
Suit 107 – PMB 555
Los Angeles, CA 90027-6302

8. **Monthly Reporting.** In addition to the information required in Section 7.9 of the Bylaws, the Treasurer will provide a written summary (in table or graphical format) of end-of-the-month balances in the Intergroup bank account for the current and prior four (4) years.
9. **Record Keeping.** The Treasurer will retain and periodically provide copies of records to the Public Information Chair for preservation in the Intergroup's archive. These records should include items laid out in the separate Policies and Procedures devoted to record keeping and archives

III. GSC Area Delegate Travel

Consistent with Section 7.8 of the Bylaws, the following policies and procedures will govern Area Delegates' travel to and participation in the annual General Service Conference.

1. **Transportation Expenses.** Reimbursable expenses associated with a Delegate's travel to and from the GSC host city shall include:
 - a. For travel to host cities more than a four-hour drive from the Delegate's home: advance-purchase roundtrip coach air travel from whichever of the three DC/Baltimore airports has the lowest fare at times that allow full participation in the Conference. If a Delegate wants to travel from another airport or purchase a different class of service, s/he must pay the difference.
 - b. For travel to cities less than a four-hour drive from the Delegate's home: advance-purchase roundtrip coach travel by air, train or bus, whichever is cheaper.
 - c. Airport, train station, or bus station transfer costs using public transportation (if reasonably convenient) or airport shuttle.

If a Delegate chooses to drive his or her own car to the Conference venue, the Intergroup will reimburse at the standard mileage rate allowed by the Internal Revenue Service plus parking expenses. However, the total reimbursable amount cannot exceed the total amount reimbursable by another means of transportation. When reasonably convenient, Delegates from a given Area should car pool.

2. **Lodging Expenses.** Reimbursable expenses associated with lodging at the GSC shall include one-half of the cost of a double room plus taxes starting the night before Conference business begins through the night before the Conference ends.
 - a. If the conference ends at a time too late for Delegates to travel home the same day, one-half of the cost of a double room plus taxes for an extra night shall be reimbursable.
 - b. If a Delegate prefers a single room, s/he would pay the difference.
3. **Conference Fees.** Conference registration fees are reimbursable at the rate set by the GSC.

4. **Non-Reimbursable Expenses.** The Intergroup shall not reimburse GSC Delegates for the following expenses:
 - a. Meals and other food, given that Delegates would have to eat anyway if they were in their home city.
 - b. Internet access or other incidental expenses.
 - c. Baggage fees, unless a Delegate is transporting materials for the Conference that would not fit in carry-on luggage.
5. **Reimbursement Limit.** Delegates' reimbursements are subject to the Intergroup having sufficient funds as described in Section 7.8 of the Bylaws.
6. **Annual Budget Request.** The Delegates shall use the above guidelines and the best available information to develop their annual budget request as described in the Financial Policies and Procedures.

IV. Use of DCCMA Digital Assets

1. Email Accounts

- a. The Public Information Chair will establish and maintain a Gmail address, meetings.dcccma@gmail.com. He or she will provide this address to the GSC as the point of contact for all meetings in the DC and Maryland Areas. He or she will then forward any correspondence sent to that email address to the GSRs of each meeting.
- b. The Public Information Chair will establish and maintain a Gmail address, info.dccma@gmail.com, to be publicized on the dccma.com website for general public inquiries about CMA in the local areas served by the Intergroup. The Public Information Chair will monitor this mailbox and either respond to inquiries him or herself or forward the inquires to another appropriate member of the Intergroup for response.
- c. The Public Information Chair will establish and maintain the following additional Gmail addresses:
 - i. lit.dccma@gmail.com for use by the Literature Chair to receive chip and literature orders.
 - ii. handi.dccma@gmail.com for use by the Hospitals and Institutions Committee.
 - iii. midatl.dccma@gmail.com for use by the Midatlantic Regional Representative in planning the Midatlantic Regional CMA conference or other regional matters.

2. Passwords and Security

- a. Only the Public Information Chair, Intergroup Chair, and the Secretary shall have the security credentials necessary access to all Intergroup Gmail accounts, web-based archives on the DCCMA Google Documents drive, and the content management system for the DCCMA website.
- b. Except for the circumstances described in section 1c and 1d above and 2c and 2d below, no other members of the Intergroup shall have access to security credentials to access DCCMA digital assets.

- c. The Public Information Chair may provide another member of the Public Information Committee with the security credentials necessary to make website or Google account changes assigned to that individual by the Committee.
- d. The Secretary and Treasurer shall have the security credentials necessary to archive records on the DCCMA Google Documents drive.
- e. The Public Information Chair shall change the password on an Intergroup Gmail account each time a new person takes over the corresponding position.
- f. The Public Information Chair shall change the password on web-based archives and the content management system for the DCCMA website during January of each year.

3. Information on the GSC and DCCMA Websites.

- a. Each GSR is responsible for submitting changes in his or her meeting's time and venue to the GSC via www.crystalmeth.org website and to the DCCMA Public Information Chair so that the www.dccma.com website may be updated. The contact email provided to www.crystalmeth.org for all groups should be meetings.dccma@gmail.com.
- b. The Public Information Chair shall make approved changes to the DCCMA website within 14 days of being informed of the changes. This includes uploading new versions of the DCCMA Bylaws and Policies and Procedures updated by the Secretary to reflect approved changes in those documents.

4. **"The2030 Crew" and "B'more Clear" Secret Facebook Groups.** These Facebook groups (which employ a "secret" setting, meaning they are only visible to group members) are not digital assets of DCCMA but have become convenient vehicles for sharing Intergroup announcements. Because the user-generated content of these pages is posted by individuals and may or may not adhere to our Traditions, any Intergroup member posting to these groups should do so as an individual and not in their capacity as an Intergroup member, officer, committee member, or GSR.

V. Archiving of DCCMA Records

1. **Google Documents Drive.** The Public Information Chair shall create a series of folders on the DCCMA Goggle Documents drive to archive Intergroup records in a clear, systematic manner. He or she shall keep other Intergroup members informed of the organization of this drive to assure easy access to records when needed.
2. **Records to be Archived by the Treasurer**
 - a. **Monthly Financial Archives.** Within 14 days following each Intergroup meeting, the Treasurer shall archive the following financial records from the prior month:
 - i. Monthly bank statements
 - ii. Monthly updates to the DCCMA Intergroup checking account register
 - iii. Receipts, invoices, donation letters to the GSC, and all other documentation supporting disbursements.
 - b. **Annual Financial Archives.** By February 28 of each year, the Treasurer shall archive year end reports along with the "audit" performed by at least two members of the Fellowship.
3. **Records to be Archived by the Secretary**

- a. **Written Reports.** Before each Intergroup meeting, all officers, committee chairs, GSC Delegates, and the Mid-Atlantic Regional Representatives shall provide members of the Intergroup with a written report of activities since the previous Intergroup meeting. The Secretary shall include the content of these written reports in the meeting minutes.
- b. **Monthly Records.** Within 14 days following each Intergroup meeting, the Secretary shall archive approved minutes and written committee reports (including the Treasurer's report) from the prior month on the DCCMA Intergroup Google Documents drive. For example, within 14 days after the March Intergroup meeting, the Secretary would archive minutes and reports from the February meeting.
- c. **Changes to Bylaws, Policies and Procedures.** The Secretary shall update the reference copies of the DCCMA Bylaws and the Intergroup's Policies and Procedures archived on the Google Documents drive policies and procedures to incorporate changes within 14 days of their approval. He or shall also forward copies of the updated documents to the Public Information Chair to be uploaded onto the DCCMA website.
- d. **Other Records.** As directed by the Intergroup, the Public Information Chair shall archive other records necessary to assure sustained institutional knowledge.

VI. Literature and Recovery Chips Inventory and Sales

1. **Literature, Chip, and Medallion Availability.** The DC Baltimore CMA Intergroup provides CMA literature, newcomer information packets and CMA chips and medallions to member groups as a service to the local fellowship. The materials that are made available to the local fellowship are determined by the Intergroup. These materials are either provided free of charge or at a pre-determined price.
 - a. CMA brochures are obtained by download for free from www.crystalmeth.org
 - b. CMA-approved literature such as *Crystal Clear Stories of Hope* are available for purchase from www.crystalmeth.org, as well as other commercial sites, such as www.amazon.com. These should be purchased from www.crystalmeth.org unless a different source minimizes the total cost of the purchase.
 - c. Chips and medallions are available from www.crystalmeth.org. In the spirit of the 6th Tradition, which states "A CMA group ought never endorse...any related facility or outside enterprise....," the DCCMA Intergroup only sells medallions and chips containing the CMA name and/or logo.
2. **Pricing.** Books, chips and medallions shall be priced at the cost to replace the items as listed on www.crystalmeth.org. Shipping and handling shall not be included in the price of Intergroup literature, chips, and medallions.
3. **Newcomer Packets, Meeting Lists, and Pamphlets.** Newcomer packets, meeting cards/lists, and pamphlets downloaded, printed and copied from www.crystalmeth.org will be provided to meetings free of charge.
4. **Literature Chair Responsibilities**
 - a. The Literature Committee Chair is responsible for maintaining adequate inventory, fulfilling orders from member CMA meetings, collecting payments for sales, and maintaining adequate records.
 - b. The Literature Chair shall fulfill orders from member meetings only when in receipt of a completed order form and full payment.
 - c. The Literature Chair may delegate any responsibilities that do not involve the handling of money to other members of the Literature Committee.

5. **Reimbursement for Materials Distributed Without Charge.** The Literature Chair shall seek reimbursement from the Treasurer of Intergroup for all expenses related to items to be distributed for free such as brochures, newcomer packets, meeting cards/lists and literature downloaded and copied from www.crystalmeth.org.
6. **Prudent Inventory of Items Provided for Purchase**
 - a. As part of the annual budgeting process, the Intergroup shall determine prudent inventory levels for all items the Literature Committee makes available for purchase.
 - b. The Prudent Inventory level is defined as the maximum amount of each item that should be kept in stock to meet the needs of the fellowship and should be based on the historical needs of meetings and the typical frequency of placing orders to www.crystalmeth.org.
7. **Inventory Replacement**
 - a. The Literature Chair shall use funds received from the sale of books, chips and medallions to replenish sold inventory.
 - b. The Literature Chair shall seek reimbursement from Intergroup Treasurer for shipping and handling costs not covered by the sales of inventory.
8. **End-of-the-Year Inventory and Financial Procedures**
 - a. The Literature Chair shall make a report of current inventory on hand at least annually during the annual budgeting process or at the end of the Literature Chair's term of service (whichever comes first).
 - b. As part of the budgeting process, the Literature Chair shall make recommendations for prudent inventory levels for the upcoming year.
 - c. The Literature Chair shall hand over all cash on hand to the Treasurer at the end of the Literature Chair's term of service.
 - d. The incoming Literature Chair shall order items to meet Intergroup-approved prudent inventory levels and shall seek reimbursement from the Treasurer for the initial replenishment of the inventory.
9. **Literature Committee Budget.** The Literature Committee's annual budget for the upcoming year should include:
 - a. Estimated costs for printing and copying of newcomer packets, meeting lists, and other literature distributed without charge.
 - b. Estimated shipping and handling costs associated with the replenishment of sold inventory.
 - c. The sales price of any increase in the prudent inventory over current year.

Attachment A: Monthly Intergroup Meeting Agenda



DC CMA Intergroup – Meeting: Month DD, YYYY

- Open at 8:30pm with Serenity Prayer, Reading of 12 Traditions, and Roll Call
- Officer's Reports
 - Secretary - Approval of <prior month's> minutes
 - Treasurer
 - Literature Committee Chair
 - Public Information Committee Chair
 - Activities Committee Chair
 - Hospitals and Institutions Committee Chair
 - Representative to Mid-Atlantic Regional Assembly
 - Area Delegates to the General Service Conference (DC and Maryland)
- *Ad Hoc* Committee Reports
 - <List if any>
- GSR Monthly Reports
 - Monday 8:30 pm
 - Monday Baltimore 7:00 pm
 - Tuesday 7:15 pm
 - Wednesday 7:15 pm
 - Thursday DC 7:15 pm
 - Thursday Baltimore 7:00 pm
 - Friday 8:30 pm
 - Saturday Baltimore 11:00 am
 - Saturday 7:15 pm
 - Sunday 9:00 am
 - Sunday 3:00 pm
- Old Business/Follow-Up on Action Items from Previous Meeting
 - <List if any>
- New Business
 - <List if any>
- Elections
 - <List if any>
- Announcements
 - Next meeting: Tuesday, Month DD, YYYY, 8:30 pm
- Motion to Adjourn at 9:30 pm and Serenity Prayer (Motion can be made to extend to 9:45 pm if necessary.)

Attachment B: Sample Intergroup Contact List

<i>DC CMA InterGroup Officers & GSRs</i>				
12/10/16				
Position	Officer	Term Ends	Email	Telephone
Chair	Dave M.	12/31/16	chair.dccma@gmail.com	XXX-XXX-XXXX
Secretary	Jamie R.	12/31/16	secretary.dccma@gmail.com	XXX-XXX-XXXX
Treasurer	Stacy K.	12/31/16	etc.	XXX-XXX-XXXX
DC Area GSC Delegate 1	Michael G.	12/31/17		XXX-XXX-XXXX
DC Area GSC Delegate 2	Michael R.	12/31/16		XXX-XXX-XXXX
Baltimore Area GSC Delegate 1	Doug R.	12/31/18		XXX-XXX-XXXX
Baltimore Area GSC Delegate 2	Jonathan M.	12/31/17		XXX-XXX-XXXX
Mid-Atlantic Representative*	Doug R.	12/31/16		XXX-XXX-XXXX
Meeting	GSR			
Monday (DC)	VACANT	5/5/16		XXX-XXX-XXXX
Monday (Balt)	David D.	12/31/17		XXX-XXX-XXXX
Tuesday	Naveed C.	11/30/16		XXX-XXX-XXXX
Wednesday	VACANT	1/31/17		XXX-XXX-XXXX
Thursday (DC)	Steve B.	11/30/15		XXX-XXX-XXXX
Thursday (Baltimore)	James S.	12/31/16		XXX-XXX-XXXX
Friday	Scott A.	10/31/16		XXX-XXX-XXXX
Saturday (Baltimore)	Ben M.	12/31/17		XXX-XXX-XXXX
Saturday (DC)	Seth R.	12/31/16		XXX-XXX-XXXX
Sunday AM	Preston N	8/31/16		XXX-XXX-XXXX
Sunday PM	Bill E.	7/31/16		XXX-XXX-XXXX
Committees				
Literature*	Jonathan M.	12/31/16		XXX-XXX-XXXX
Public Information*	Mark K.	12/31/16		XXX-XXX-XXXX
Activities*	Preston N	12/31/16		XXX-XXX-XXXX
Hospitals & Institutions (H&I)*	David D.	12/31/16		XXX-XXX-XXXX
Other				
*Not a voting DC Intergroup position				
GSC = General Service Conference				



Minutes DC CMA Intergroup Meeting: *Date*

* People in Attendance

Chair	
Secretary	
Treasurer	
DC Area GSC Delegate 1	
DC Area GSC Delegate 2	
Maryland Area GSC Delegate 1	
Maryland Area GSC Delegate 2	
Mid-Atlantic Representative	
<u>Meeting</u>	
Monday (DC)	
Monday (Balt)	
Tuesday	
Wednesday	
Thursday (DC)	
Thursday (Baltimore)	
Friday	
Saturday (Baltimore)	
Saturday (DC)	
Sunday AM	
Sunday PM	
<u>Committees</u>	
Literature	
Public Information	
Activities	
Hospitals & Institutions (H&I)	
Bylaws and Incorporation	

Approved April 25, 2017; Amended July 26, 2017

_____ called the meeting to order at 8:30 pm with a moment of silence, followed by the Serenity Prayer. _____ read the Twelve Traditions of CMA. _____ conducted roll call and that reported quorum was met.

OFFICER'S REPORTS

Secretary:

Treasurer:

Literature Committee Chair:

Public Information Committee Chair

Activities Committee Chair

Hospitals and Institutions Committee Chair:

Representative to Mid-Atlantic Regional Assembly:

Area Delegates to the General Service Conference (Baltimore and DC):

DC Delegate #1—

DC Delegate #2—.

Maryland Delegate #1—

Maryland Delegate #2—

Ad Hoc Committee on *[committee name – skip this section if there are no ad hoc committees]* _____

GSR Monthly Reports

Meeting	Status of Meeting	Other Comments/Info
Monday DC		
Monday Baltimore		
Tuesday		
Wednesday		

Thursday DC		
Thursday Baltimore		
Friday		
Saturday Baltimore		
Saturday DC		
Sunday AM		
Sunday PM		

Old Business

New Business

Following new business, _____ *[chair]* _____ announced that the next Intergroup meeting will take place on _____ *[date]* _____. _____ *[name]* _____ made a motion to adjourn the meeting, which _____ *[name]* _____ seconded. The motion was approved and the meeting was adjourned at _____ *[time]* _____ with the Serenity Prayer.

Attachment D: Sample Cover Letter for Donations to the GSC



DATE

CMA World Services, Inc.
4470 W Sunset Blvd
Ste 107 – PMB 555
Los Angeles, CA 90027-6302

GSC Treasurer:

As the Washington, DC CMA Intergroup/Area/District Treasurer, I am happy to forward to you a Seventh Tradition donations to World Services of **\$AMOUNT from our TIME and DAY OF WEEK meeting (for example 7:15pm Saturday meeting)**.

If you send the acknowledgment to me at the address above, I will forward it to the meeting GSR.

Thank you for your service.

Best,

NAME (for example Stacy K.)
DC CMA Intergroup Treasurer
ADDRESS OF INTERGROUP TREASURER (For acknowledgment letter)

cc: GSR, applicable meeting (for example Saturday evening GSR)

Attachment E: Summary of Policies and Procedures as Amended July 26, 2017

Section I: Intergroup Communications and New Member Orientation

- Specifies deadlines for circulating meeting agendas (Chair), draft minutes (Secretary), and announcements (Chair).
- Specifies process for orienting new Intergroup GSRs, Committee Chairs, and Officers.

Section II: Intergroup Finances

- Specifies financial and budgeting policies and procedures.
- Requires that the Treasurer file a Form 990-N (e-postcard) with the IRS by Feb 28 each year.

Section III: GSC Area Delegate Travel

- Specifies what expenses associated with Delegate participation in the annual GSC are reimbursable by the Intergroup.

Section IV: Use of Digital Assets

- Specifies that the Public Information (PI) Chair is to establish and maintain several Gmail accounts for various purposes.
- Specifies who has password access to Google accounts (PI Chair, Intergroup Chair, Secretary, Treasurer).
- Specifies process and deadline for DCCMA website updates by PI Chair and states that GSRs update meeting information on World Services' www.crystalmeth.org.

Section V: Archiving of DCCMA Records

- Establishes requirements and schedule for the Treasurer to archive financial records and for the Secretary to archive specific other records.

Section VI. Literature and Recovery Chips Inventory and Sales

- Specifies guidelines for selling chips, medallions, and books at World Services list price with the Intergroup absorbing shipping costs as well as copying and printing costs for pamphlets, meeting lists, and newcomer packets.
- Specifies process for determining a prudent inventory of chips, medallions, and literature and requires the Literature chair to replace sold inventory using proceeds from those sales.
- Specifies end-of-the-year reconciliation procedures for the Literature Committee Chair.

Appended Material

- Includes templates for meeting agendas, Intergroup contact list, meeting minutes, and cover letter for donations to CMA World Services.