

**CENTRAL SIERRA SOUTH
NARCOTICS ANONYMOUS
AREA ACTIVITIES
SUBCOMMITTEE GUIDELINES**



Narcotics Anonymous

World Services

Everything that occurs in the course of N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary for growth.

Basic Text: Introduction, Page XVI

2005
MAY

Article I NAME

The name of this subcommittee shall be the Central Sierra South Narcotics Anonymous Area Activities Subcommittee {"Activities Committee"}.

Article II PURPOSE

The purpose of the Activities Committee is to help carry the message of recovery to addicts. It attempts to promote unity in our area and helps to bring our membership together in the celebration of recovery. The Activities Committee achieves this by sponsoring functions throughout the year. Because events are sponsored by service committees of N.A., they should always adhere to the Twelve Traditions and Concepts of N.A. and reflect our primary purpose.

Article III COMMITTEE MEETINGS

All Activities Committee meetings should take place at a regularly designated time and place. The purpose of these meetings is to compile, share and discuss information regarding the planning of events and other committee functions. Committee meetings are to take place on a monthly basis, unless otherwise determined by the committee. Special meetings may be called by the Chairperson in response to the subcommittee.

The meetings suggested agenda is as follows:

- **Opening:** Begin with a moment of silence, followed by the Serenity Prayer then introductions of members and visitors
- **Reading of the Twelve traditions and/or the Concepts**
- **Reports:** Chair
- Vice-Chair
- Treasurer/Co-Treasurer
- Secretary (includes Minutes approval)
- **Old Business**
- **New Business**
- **Passing of 7th Tradition (optional)**
- **Closing:** End with the 3rd Step Prayer

Article IV

ACTIVITIES COMMITTEE

The Administrative Committee of the Subcommittee will be the Chairperson, Vice Chairperson, Secretary and Treasurer. Requirements for all positions are as follows:

- Personal time and abilities to perform their duties
- Willingness and desire to serve in the position
- Regular attendance at recovery meetings of Narcotics Anonymous
- Understanding and practical experience of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for Narcotics Anonymous Service
- Maintenance of clean time throughout term of office or participation
- A minimum clean time as ascertained for each specific position

Duties for each specific position are as follows:

- I. Chairperson (One year clean time)
 - Attend monthly meetings of ASC
 - Arrange agenda for regular monthly Activities Subcommittee meetings
 - Preside over monthly Activities Subcommittee meetings
 - Support and encourage Subcommittee members in carrying out commitments
- II. Vice Chairperson (Six months clean time)
 - Perform duties of Activities Chairperson, in case of his/her absence
 - Assume other responsibilities as relegated by necessity
- III. Secretary (Six months clean time)
 - Keep accurate minutes of each regular Activities Subcommittee meeting
 - Print and distribute minutes to members at consecutive regular Activities Subcommittee meetings and a copy for ASC
 - Develop and maintain chronological archives for term of service
 - Maintain current telephone numbers and addresses of all Activities Subcommittee members
 - Responsible for maintaining secretarial supplies as needed
- IV. Treasurer (One year clean time)
 - Maintain petty cash fund
 - Keep accurate and up-to-date financial records, available for examination at all regular monthly Activities Subcommittee meetings and at the regular monthly ASC meeting
 - Prepare monthly statement at the end of each regular Activities Subcommittee meeting for presentation at ASC
 - Pay all regular expenses and financial disbursements for Activities Subcommittee

Article V

ELECTION PROCEDURES

- Any member is eligible for nomination to an Administrative Committee position provided they meet the minimum qualifications
- Clean time requirements may be waived with a two-thirds majority vote of the Activities Subcommittee
- Any member of the Activities Subcommittee may nominate an individual for a position
- A simple majority is required to elect the members of the Administrative Committee
- Upon relapse by any Administrative Committee member, they relinquish their elected position

Article VI

VOTING

- Voting on all Subcommittee motions and elections will be done on a one-vote-per person system
- The voting members will be all members of the Activities Subcommittee, with the exception of the Chairperson, except in the event of a tie vote
- Any member of Narcotics Anonymous may make a motion or participate in meetings and discussions. Motions must be seconded by a voting member
- Motions may be amended by any member or withdrawn by the maker any time prior to voting. An amended motion must be re-seconded
- In case of a tie vote on any motion or decision, the Chairperson must cast a vote to decide the issue

ADD:

Date Amended & Revised:

Date Approved by CSS Area Service Committee:

April 19, 2005

May 8, 2005