

**Guidelines**  
Activities Subcommittee  
Central Sierra Area of Narcotics Anonymous  
Rewritten 02/08/09

**ARTICLE 1:**  
**NAME AND PURPOSE**

Section 1: The name of this subcommittee shall be the Central Sierra Area of Narcotics Anonymous Activities Subcommittee (CSANAAS). This subcommittee shall be directly responsible to the Central Sierra Area Service Committee of Narcotics Anonymous (CSASC)

Section 2: The purpose of this subcommittee shall be to enhance the primary purpose and the unity by providing recovery orientated activities and/or fundraisers. To cooperate and coordinate these events within the Central Sierra Area of Narcotics Anonymous fellowship and externally, by joint ventures deemed appropriate by the CSASC.

**ARTICLE 2:**  
**MEETINGS**

Section 1: The Activities Subcommittee shall meet a minimum of once a month. The date, time and location shall be maintained. Any changes in the meeting must be provided to the committee as soon as possible.

Any special meetings may be called at any time by the Activities Chairperson, but must have at least 2 voting members present and all members must be notified, as well as the CSNA Chairperson prior to the meeting and the outcome of the meeting.

**ARTICLE 3:**  
**VOTING AND ELECTIONS**

Section 1: The voting membership shall be any member of NA who has attended at least 2 consecutive Activities Subcommittee meetings with the exception of the vice chair, who shall always have a vote. The voting members shall have one vote per person, excluding the Chair, who shall only vote in the event of a tie.

Section 2: Any member of Narcotics Anonymous may make motions and each motion shall have a second by an Activities Subcommittee member as with any amendments to a motion.

Section 3:

Any member of Narcotics Anonymous may make a nomination of a qualified person for an Activities Subcommittee position as a trusted servant. Election and voting procedures are as follows:

- a) A simple majority vote is required to elect officers.
- b) The Chairperson shall be elected at and by the CSASC meeting each year in February.
- c) All Activities Subcommittee officers, with the exception of the Chairperson, shall be elected as needed.
- d) All officers elected to the Activities Subcommittee are to serve a one year term. These officers may serve no more than 2 consecutive terms in any office.

Section 4:

Any officer may be removed from office for non-compliance after written notification. A majority vote is necessary for removal from office. Non-compliance includes, but is not limited to:

- a) Loss of clean time.
- b) Non-fulfillment of duties of their position.
- c) Non-attendance at Area Activities without prior notification.
- d) Missing 3 unexcused meetings in a row.
- e) Misappropriation of funds.

**ARTICLE 4:**  
**TRUSTED SERVANTS**

Section 1:

The trusted servants of the Activities Sub-Committee shall be the Chairperson, Vice-Chair, Treasurer and Recording Secretary. These trusted servants will perform tasks as deemed necessary by the Sub-Committee, The Twelve Traditions, The Twelve Concepts of Service, appropriate NA service manuals, The Activities Subcommittee Guidelines and the CSASC Guidelines.

- a) Member, at the direction of the Activities Sub-Committee, will be responsible for the collection and disbursement of funds, in accordance with the event or function.
- b) No member shall take independent action without the direction of the Activities Sub-Committee.

**CHAIRPERSON**

The Chairperson should have a suggested two (2) years clean time, a basic understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service of Narcotics Anonymous, a willingness to serve and previous experience with the Activities Sub-Committee.

### **DUTIES:**

- a) Chairs and maintains focus at all Activities Sub-Committee meetings.
- b) Oversees all area activities and functions, unless excused absence is arranged or an emergency arises.
- c) Attends and presents reports to the following meetings: Activities Sub-Committee and CSASC.
- d) Provide to CSASC all receipts, records and on hand inventory by the second ASC following the event.
- e) Be present at all Activities Subcommittee meetings, events and functions unless excused absence is arranged.
- f) No member shall take independent action without the direction of the Activities Sub-Committee.
- g) HAVE FUN!!

### **VICE-CHAIRPERSON**

The Vice-Chairperson should have a suggested one (1) year clean time, a basic understanding of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous, a willingness to serve and previous experience with the Activities Sub-Committee. It is suggested that the Vice Chairperson consider nomination for the Chair position at the end of their term.

### **DUTIES:**

- a) Performs any and all of the duties of the Activities Sub-committee's trusted servants, in their absence.
- b) Be present at all Activities Sub-Committee meetings, events and functions unless excused absence is arranged.
- c) Establishes and maintains the Sub-Committees phone list and keeps an open line of communication with all members.
- d) Shall contact CSASC Vice Chair and Public Information Chair and notify him/her of any changes in meeting schedules, and information on upcoming events, as soon as possible.
- e) No member shall take any independent action without the direction of the Activities Sub-Committee.
- f) HAVE FUN!!!

### **TREASURER**

The Treasurer should have a suggested two (2) years clean time, a basic understanding of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Service of Narcotics Anonymous, a willingness to serve, and previous experience with the Activities Sub-Committee. The Treasurer should also have basic math skills, and the ability to be trusted with large sums of money. Also, see Article 5 on Financial Procedures.

### **DUTIES:**

- a) Be responsible for all monetary transactions. Counting of money is to be done in the presence of the Activities Chair or Vice Chair at the event.
- b) All funds should be deposited in the Activities Subcommittee checking account within 48 hours following each event.
- c) Provide to the Activities Sub-Committee any receipts and records concerning any financial transactions related to an event hosted by the Activities Sub-Committee at the first meeting following the event.
- d) Provide monthly financial statements to the Activities Sub-Committee Chairperson.
- e) Be present at all Activities Sub-Committee meetings, events and functions except when excused.
- f) No member shall take independent action without the direction of the Activities Sub-Committee.
- g) When having an event involving tickets, the treasurer will number all tickets and make a list of which ticketed numbers individuals have.
- h) HAVE FUN!!!

### **RECORDING SECRETARY**

The Recording Secretary should have a suggested six (6) months clean time, a basic understanding of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Service of Narcotics Anonymous, a willingness to serve, and previous experience with the Activities Sub-Committee.

### **DUTIES:**

- a) Records Activities Sub-Committee meetings and reads previous meeting minutes.
- b) Be present at all Activities Sub-Committee meetings, events and functions except when excused.
- c) Establishes and maintains the committees phone list.
- d) Provides upon request, copies of any subcommittee minutes to the Activities Sub-Committee
- e) No member shall take any independent action without the direction of the Activities Sub-Committee.
- f) HAVE FUN!!!

### **ARTICLE 5:.**

### **FINANCIAL PROCEDURES**

#### **Section 1:**

#### **BUDGETS:**

- a) The Activities Sub-Committee will maintain a prudent reserve of Three Thousand (\$3000.00) dollars including campout funds.

- b) Budgets for all upcoming events shall be discussed and voted on at the Activities Subcommittee meeting two (2) months prior to the planned event.
- c) All requests for checks from the Activities Sub-Committee treasurer should be made at the Activities Sub-Committee meeting. Whenever possible, checks should be made out to the business, not the individual.
- d) All members of the Activities Sub-Committee who may or may not handle money shall sign and file a Financial Responsibility Form with the CSASC.

Section 2:

**DEPOSITS:**

- a) The Activities Sub-Committee Treasurer or the Chairperson shall make deposits into the Activities Sub-Committee checking account within 48 hours of the event.
- b) All funds will be accounted for and maintained in the manner prescribed by the CSASC treasurer.

Section 3:

**FUNDRAISING:**

- a) Any group and/or committee wishing to have a fundraiser at an Activities event must be represented in person or in writing at the Activities Sub-Committee meeting one month prior to event.
- b) There should be only one type of fundraiser per group, per event as suggested in the introduction, page XVI, of the Basic Text.
- c) Any group, committee or sub-committee is responsible for the set-up and clean up of its perspective fundraiser.
- d) Failure to comply with a, b or c will result in a 6 month moratorium from any Activities events.

Section 4:

**MISAPPROPRIATION OF FUNDS:**

- a) Misappropriation of funds is defined as taking, stealing or borrowing money or property without the consent of the Activities Sub-Committee.
- b) Members who have been found to have misappropriated funds by a vote of the sub-committee shall be immediately removed from their position and not allowed to hold a position for one (1) year.
- c) Misappropriated funds shall be returned within 24 hours of a committee vote.