

INLAND EMPIRE FOOTHILLS AREA OF
NARCOTICS ANONYMOUS
ACTIVITIES SUBCOMMITTEE GUIDELINES

ARTICLE I
NAME

The name of this subcommittee shall be Inland Empire foothills Area of Narcotics Anonymous Activities Subcommittee, herein referred to as IEFANAASC.

ARTICLE II
PURPOSE

This subcommittee was formed by and is directly responsible to the Inland Empire Foothills Area Service Committee of Narcotics Anonymous (ASC). The purpose of this committee is:

SECTION 1. To provide activities to the IEF Fellowship.

SECTION 2. To financially help support the IEF Area with a percentage of money raised from any activity going to the IEF Area account.

SECTION 3. To coordinate the timing of activities with SCRNA and CIRNA and to minimize their overlapping.

ARTICLE III
DUTIES

SECTION 1. To follow the directions of the ASC.

SECTION 2. To hold a minimum of four (4) events annually, in the fiscal year from September 1 to August 1.

SECTION 3. To hold an IEF anniversary event annually.

ARTICLE IV
MEMBERS

SECTION 1. General membership in the IEFANAASC shall be open to all those individuals who share the stated purpose of this subcommittee.

SECTION 2. Voting membership in the IEFANAASC shall be open only to those persons who attend three (3) consecutive meetings.

SECTION 3. Voting membership will be revoked if said person misses three (3) consecutive meetings without communication with the committee.

SECTION 4. Voting procedures

1. Voting on all motions and elections shall be done on a 1 person, 1 vote, system.
2. The voting members shall be all officers with the exception of the chairperson and any voting members.
3. Any member of Narcotics Anonymous may make a motion or participate in meetings or discussions. A voting member must second the motion.
4. Motions may be amended by any member or withdrawn by the maker prior to voting.
5. In case of a tie vote on any motion or elections, the Chairperson may cast a vote to decide the issue.
6. Any matters involving money must have a two-thirds majority vote to be passed. Tie voting procedures to not apply in the case of money decisions.

ARTICLE V OFFICER ELECTIONS

SECTION 1. With the fiscal year beginning in September, annual elections for officers will be held during the July Activities meeting so that August can be utilized for training new officers before taking office in September. Positions are elected by the Activities sub committee and approved by the ASC at the July meeting.

SECTION 2. Any member is eligible for nominations to an officer position as long as they meet the qualifications for that position. Suggested qualifications may be waived when deemed necessary by majority vote.

SECTION 3. Committee members shall serve for a 1 year term. All committee officers may succeed themselves in office, but none may serve more than 2 consecutive terms in a particular office. Times may be waived when deemed necessary by majority vote.

SECTION 4. Any officers required to be co-signers on the Activities Bank Account must be free from any possible garnishments and/or tax issues that could possibly jeopardize the committee account.

SECTION 5. The officers of this subcommittee shall be Chairperson, Vice Chairperson, Secretary, Treasurer, and Merchandise Chair.

- A. The Chairperson shall have a minimum of 2 years of continuous clean time, a working knowledge of the 12 steps and 12 traditions, at least one year of service at the area level, to include some participation in the Activities Committee and a willingness to serve. The duties for this position are as follows:
 - a. Preside at all activity meetings.
 - b. Provide an agenda for all activity meetings.

- c. Be a co-signer of the Activities Subcommittee bank account.
 - d. Provide a report for the area meeting.
 - e. Attend the monthly Regional Activities Meeting or appoint a representative to go.
 - f. Vote in the event of a tie, otherwise the Chairperson has only a voice, not a vote.
 - g. Oversee and coordinate all activities.
 - h. To approve and sign any facility documents in association with any event.
- B. The Vice Chairperson shall have a minimum of 2 years of continuous clean time, a working knowledge of the 12 steps and 12 traditions, at least one year of service at the area level, and a willingness to serve. The duties for this position are as follows:
- a. Perform the duties of the Chairperson in their absence.
 - b. Be a co-signer on the Activities Bank Account.
 - c. Assist in overseeing and coordinating all activities.
 - d. Review the annual financial reports from the treasurer and merchandise chairs.
- C. The Treasurer shall have a minimum of 2 years of continuous clean time, a working knowledge of the 12 steps and 12 traditions, at least one year of service at the area level, and a willingness to serve. In addition, they should have a job, a checking account, and experience in financial bookkeeping. The duties for this position are as follows:
- a. Maintain precise financial records of all activities.
 - b. Provide reports for each event which includes all revenue and expense amounts and descriptions.
 - c. Work with the committee to insure accountability for all merchandise purchases, sales and inventory, and work with the committee to keep the inventory records current and produce inventory statements.
 - d. Be a co-signer on the Activities Bank Account.
 - e. Be the custodian of the Activities bank account and petty cash box as well as provide a monthly report to the committee of their balances.
 - f. Disperse any funds necessary for an event, with prior approval of the activities committee.
 - g. Co-sign on any contracts in association with any event.
 - h. Perform the duties of the Merchandise Chair in their absence.
- D. The Secretary shall have a minimum of 6 months continuous clean time, a working knowledge of the 12 steps and 12 traditions, 6 months of service at the area level and a willingness to serve.
- a. Record, read aloud, distribute, and store all minutes of the Activities meetings.
 - b. Send out notices of any kind and notify all members of emergency/special meetings.

- c. Keep an up to date record of all persons and places contacted in coordination with any activity.
 - d. Maintain an accurate inventory of all assets of the Activity Committee, in conjunction with the treasurer and merchandise chair, including but not limited to merchandise, food, beverages, supplies, and decorations.
- E. The Merchandise Chair shall have a minimum of 2 years of continuous clean time, a working knowledge of the 12 steps and 12 traditions, at least one year of service at the area level, and a willingness to serve. In addition, they should have a job, a checking account, and experience in financial bookkeeping, The duties for this position are as follows:
- a. Maintain a precise financial record of all items bought and sold.
 - b. Provide reports for each event which includes the following statements; revenue and expense amounts and descriptions.
 - c. Inventory statements which include assets on hand at the beginning and end of the statement period.
 - d. Sign on any contract regarding merchandise.

ARTICLE VI FUNDS

SECTION 1. All monies accumulated from all activity events shall be maintained and deposited in the Activities Subcommittee bank account. The treasurer shall make the disbursements.

SECTION 2. Any and all Activities Subcommittee checking and/or savings accounts shall require a minimum of two signatures to release any deposited money.

SECTION 3. The signers for the Activities Subcommittee checking and/or savings account shall consist of the treasurer, the Chairperson, and the Vice Chairperson.

SECTION 4. All bank statements for the Activities Subcommittee checking and/or savings will be maintained for the purpose of record keeping and reconciled monthly by the Activity treasurer.

SECTION 5. In case of absence, or if the Activity Subcommittee Treasurer office is vacant, the Chairperson or acting Chairperson may appoint an acting Treasurer.

SECTION 6. The Activities Subcommittee shall maintain a prudent reserve of \$3000.00 and a petty cash limit of \$180.00 with the exemption of the day of an event, not to exceed said amounts. The Activities Subcommittee shall donate all excess monies to the ASC that exceed said prudent reserve. Allocated monies will be discussed at the business meeting prior to making any donation to the ASC so that the flow of funds can continue without disrupting the committee's ability to put on an event.

SECTION 7. The activities Subcommittee bank account shall be reviewed annually for the preceding year and a financial statement that reflects all accounts shall be prepared by the Vice Chair and presented at the August area service meeting.

SECTION 8. The Activities Subcommittee shall utilize the following non-deficit spending guidelines and pay expenses as prioritized below:

1. Payment of Activities Subcommittee debts or expenses outside the fellowship of Narcotics Anonymous.
2. Payment of Activities Subcommittee debts or expenses within the fellowship of Narcotics Anonymous.
3. All other expenses approved by the Activities Subcommittee including any donations to the area level.

ARTICLE VII FUNCTIONS/EVENTS

SECTION 1. The responsibilities for each Activities Committee office for events are as follows:

A. Chairperson

- a. Acquire and secure keys to the facility being used for an Activities Subcommittee Function
- b. Open and Close the facility.
- c. Co-signs any service/performance contract pertaining to the function.
- d. Contacts all leaders, speakers, and readers asked to participate in the Activities Subcommittee hosted meeting to confirm their participation
- e. In the case of any last minute decisions pertaining to the function, the chairperson will take a group conscience from within the Activities subcommittee. If after a reasonable effort has been made to hold a group conscience, in the event that one cannot be held, an automatic vote of confidence is given in accordance with these guidelines to the Chairperson to make any last minute decisions pertaining to the function.
- f. Distributes (to Activities Subcommittee money handling members only) advanced sale tickets for each function, in conjunction with the Activities Treasurer.
- g. Oversees and maintains a supply inventory before and after each function, in conjunction with the Activities Treasurer.
- h. Purchases or delegates purchase of all necessary supplies for each function (with the Vice Chair, Treasurer, or Merchandise Chair.)

B. Vice Chairperson

- a. Performs any and all duties of the Chairperson pertaining to the Activities Subcommittee in their absence.
 - b. Coordinate all work to be done by committee members during Activities Subcommittee functions.
 - c. Delegate volunteers from within the NA fellowship to perform specific duties before, during, and after any function.
 - d. Purchase all necessary supplies for each function (with the Chairperson, Treasurer, or Merchandise Chair.)
- C. Treasurer
- a. Is responsible for all monetary transactions, which may include collecting monies/ receipts at the door, etc. of any Activities Subcommittee hosted function (with the Vice Chair.)
 - b. Counts all monies at the end of any function with another Activities Subcommittee officer.
 - c. Provides all receipts and reimburses all funds for any expenses incurred in connection with the function.
 - d. Any expense reimbursement over \$20.00 must be made by check.
 - e. Purchase all necessary supplies for each function (with the Chairperson, Vice Chairperson, or Merchandise Chair.)
- D. Secretary
- a. Is responsible for typing up formats of any Activities Subcommittee Functions.
 - b. Maintains a list of commitments by Activities Subcommittee members for duties to be performed for any function.
 - c. Maintain attendance roster for voting purposes.
- E. All Activities Subcommittee Members
- a. Choose the format of the Activities Subcommittee hosted meeting including speakers, leaders, and readers. Participants are to be chosen from active NA members.
 - b. Design and provide fliers for the function.
 - c. It is strongly suggested that all Activities subcommittee members commit themselves before, during, and after any function to perform any necessary tasks relating to an Activities hosted function. Each member should make a commitment to attend each event and be of service for an agreed upon length of time.
 - d. Shall understand there will be a scheduled ad hoc meeting the Tuesday prior to each event (location options will be offered and voted on via e-mail/text.)
 - e. No Activities Subcommittee member should participate in any prize winning activities hosted by the Activities Subcommittee (auctions not being a prize-winning activity.)
 - f. No Activities subcommittee member is automatically admitted free of charge to any function (with the exception of dances.)

Committee members must have attended three (3) consecutive meetings prior to the dance in order to get in for free.

- g. Activities Subcommittee members shall have a minimum of two (2) years clean to be able to handle money and have signed a money handling agreement on file.

SECTION 2. Flier guidelines:

1. The hosting areas or subcommittees name shall appear.
2. The date and time of the event.
3. The name and address of the venue with a detailed map and/or written directions to the event.
4. The amount of the donation.
5. The contact name and telephone number, including all area codes. The regional website is suggested if submitted to the region.
6. The nature of the function, meeting, dance etc.
7. The N. A. logo with the symbol of registration of trademark or the Narcotics Anonymous name spelled out.

****APPLIES TO REGIONAL ACTIVITIES FLIERS ONLY**

These guidelines may be waived by the $\frac{2}{3}$ majority of the voting body (in a special meeting of the SCRACNA) and with the approval of the Southern California Regional Service Conference N.A. A four (4) week notice of such a special meeting must be given to all committee members prior to an attended change in these guidelines. It is important to understand that these guidelines are not stern rules, but rather suggestions for the committee to operate smoothly.

SECTION 3. Selection of speakers, readers, and leaders.

1. The speaker(s) shall be active members of N.A. with a minimum of five (5) years continuous clean time and recovery in Narcotics Anonymous and carries a clear N.A. message.
2. The leader(s) shall be active members of N.A. with a minimum of three (3) years continuous clean time and recover in Narcotic Anonymous and carries a clear N.A. message.
3. The reader(s) shall be active members of N.A. with a minimum of one (1) year continuous clean time and recover in Narcotic Anonymous and carries a clear N.A. message.
4. Selecting readers shall be divided up evenly amongst the active areas as possible.

5. No husband/wife, boyfriend/girlfriend, father/mother, brother/sister, or children shall be permitted to speak, lead, or read during the same scheduled meeting and/or function (except for relationship topic meetings).
6. No speaker, leader, or reader shall be a member of the SCRCNA.

ARTICLE VIII

STATEMENT OF ACCOUNTABILITY AND RESPONSIBILITY

1. The Activities Committee should keep the fifth tradition in mind as it carries out its responsibilities that our primary purpose as a fellowship is to carry the message to the addicts who still suffer. This tradition should influence all its decisions and actions.
2. A lack of integrity, that is failure to adhere to the spiritual principles of our steps, traditions, and concepts, severely impairs the Activity Subcommittee's ability to fulfill our fellowship's primary purpose and damages the unity and common welfare of the Inland Area Foothills Groups.
3. The concepts of N.A. service can be used as valuable tools to help the Activities Subcommittee to conduct its business responsibly and to keep it accountable both to the Area and the member groups it serves.
4. The third concept cautions us to choose our trusted servants carefully. "We can not responsibly delegate authority to those who are fundamentally incapable of administering that authority or to those who are not willing to account fully for their actions."
5. The fifth concept helps us clearly define to each participant and to the committee as a whole what their responsibilities are and who is to be held accountable in carrying out those responsibilities.
6. The eighth concept describes the importance of effective two-way communication in creating an atmosphere of trust necessary for us to properly delegate authority and its corresponding accountability.
7. The eleventh concept states forcefully that, "our service bodies must manage funds responsibly." Accounting fully for its use to those who have provided. Accountability is an essential aspect of responsible N.A. financial management.
8. When the members of Narcotics Anonymous provide committees with funds, our service structure is responsible to account for how those funds are used. Regular financial reports help our members to be sure that their contributions are being used well and help our services to remain financially accountable to those they serve. When N.A. members contribute service funds, for the sole purpose of furthering our primary purpose. By accepting those contributions, our committees make a commitment to use those funds to carry the N.A. message and to manage them responsibly.
9. The Narcotics Anonymous twelfth concept reminds us that selfless service is the primary spiritual endeavor. Open, honest, and straightforward communication nurtures the spirit in our fellowship.