

GUIDELINES FOR THE EASTERN INLAND EMPIRE AREA ACTIVITIES SUB-COMMITTEE

This body shall be known as the Eastern Inland Empire Activities Subcommittee (hereinafter referred to as the Activities Subcommittee) of Narcotics Anonymous.

The Activities Subcommittee shall be comprised of interested members of N.A. from within the Eastern Inland Empire Area.

PURPOSE:

- To supervise activities for the Eastern Inland Empire N.A. fellowship.
- To provide and promote a clean and safe environment for the fellowshi of addicts within the Eastern Inland Empire Area.

OFFICERS AND ELECTIONS TO THE SUBCOMMITTEE:

- Members of the Activities Subcommittee shall be limited to N.A. members only.
- Each year in November, the Activities Subcommittee shall nominate a Chair, Vice Chair, Secretary, Treasurer, Regional Service Representative, and Alternate Regional Service Representative, with the elections to follow in December. The new Chair must be affirmed at the Area Service Committee (ASC).
- All retired officers will assist and aid newly elected officers for a period of two months and will be called on advisory committee.
- Requirements of Subcommittee officers:
 - The Chairperson **should** have a continuous clean time of at least three (3) years, an understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts, plus six (6) months of service experience on an activities committee and a willingness to serve.
 - The Vice-Chairperson **should** have continuous clean time of two (2) years, an understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts, plus six (6) months of service experience on an activities committee and a willingness to serve.
 - The Secretary **should** have continuous clean time of one (1) year, an understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts, plus six (6) months of service experience on an activities committee and a willingness to serve.
 - The Treasurer **should** have continuous clean time of three (3) years, an understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts, plus six (6) months of service experience on an activities committee and a willingness to serve, be a responsible, productive member of society, and the ways and means to fulfill the commitment.
 - Alternate Treasurer **should** have continuous clean time of two (2) years, an understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts, plus six (6) months of service experience on an activities committee and a willingness to serve, be a responsible, productive member of society, and the ways and means to fulfill.
 - The Flyer Distribution person **should** have at nine (9) months of continuous clean time and be a voting member of the Activities Committee. Must have the ways and means to fulfill the commitment and the willingness to serve.
 - The Regional Service Representative **should** have at least one (1) year continuous clean time, an understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts, and three (3) months of service experience on activities committee, reliable transportation and the willingness to serve.

- The Alternate Regional Service Representative **should** have at least one (1) year continuous clean time, an understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts, and three (3) months of service experience on activities committee, reliable transportation and the willingness to serve.
- The Merchandise Adhoc Chairperson **should** have at least two (2) years continuous clean time, an understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts, and three (3) months of service experience on activities committee, reliable transportation and the willingness to serve.

DUTIES OF THE OFFICERS:

A. The Chairperson shall:

- Attend all ASC and Policy Meetings
- Maintain order of Activities Committee meeting, using the Robert's Rules of Order and provide agenda for meeting.
- Be a co-signer on the EIEAC bank account.
- During the Activities meeting, vote only in the case of a tie.
- Make certain that a written report is provided to the ASC .
- Be responsible for providing all Area function information and fliers to the ASC.
- Have one vote at the ASC for elections only.
- Be responsible for all incoming and outgoing correspondence and for distributing notices of any kind.

B. The Vice-Chairperson shall:

- Perform any and all duties of the Chairperson in his/her absence.
- Be a co-signer on the EIEAC bank account.
- Fulfill duties of Regional Rep/Alternate Regional Rep in his/her absence or vacancy

C. The Secretary shall:

- Record all minutes of Activities meetings.
- Act as Custodian to Archives of the Activities files
- Provide copies of minutes to all members at the next committee meeting.
- Maintain a current email contact list for all members.
- Maintain a current contact list for all venues and/or vendors.
- Maintain attendance roster for voting purposes

D. The Treasurer shall:

- Be the custodian of the Activities committee bank account.
- Maintain a record of all cash flow, and balance the checkbook, including any IRS/sales tax reporting that is required.
- Be a co-signer on the Activities Subcommittee bank accounts.

- Disburse any funds with the approval of the Activities Subcommittee.
- Properly prepare and distribute a financial report at the ASC business meeting and to the Activities Subcommittee meetings.
- Including a function/event breakdown of all events
- Monthly financial statement
- Comply with Fiscal Accountability Guidelines (page 8)
- Comply with all Quarterly audits to be performed by the ASC Auditors.

E Alternate Treasurer shall:

- Assist with Treasury on said committee, balancing check book, double checking math, expense, income, receipts, bank statements
- Assume Duties of Treasurer as needed due to absence of Treasurer
- Attend all committee meetings, audits and be a signer on the bank account
- The Regional Service Representative shall:
 - Attend all Regional meetings and also act as a liaison between the Area Activities and the Regional Activities Committee.
 - Be responsible for requesting and clearing all dates for Regional functions (to avoid conflict with other Areas.)
 - Provide all Regional Function information to the Activities Subcommittee Chairperson for distribution at the ASC business meeting.
 - Obtain all Regional flyers and distribute to the Activities Chair for distribution at the ASC.
- The Alternate Regional Service Representative shall:
 - Perform any and all duties of the Regional Service Representative in his/her absence.

F. Flyer Distribution Person:

- Attend all ASC meetings and stuff folders with Current fliers
- Ad-Merchandise Chair
- Be responsible for sales of Merchandise/concessions at all functions
- Keep an inventory and be prepared to give a report to the Activities Committee
- Be responsible for ordering and picking up merchandise from vendor.
- All officers/trusted servants of EIEAAC MUST maintain voting status by attending all subcommittee/adhoc meetings (Events do not count toward voting status).

OPERATIONAL GUIDELINES:

- Committee officers shall serve for a term of one year. All Activities Subcommittee officers may succeed themselves in office, but not more than two (2) consecutive terms in any particular office.

- The Chairperson may be removed during his/her term in office by a 2/3 vote by the Area Service committee. Any other officer may be removed during his/her term in office by a 2/3 vote by the Activities Subcommittee.
- The Activities Subcommittee shall hold regular monthly meetings in a centrally located place. The Chairperson or Vice Chair may call by a majority vote or special meeting upon request.
- Each Activities member shall have one vote, and each officer shall have one vote, except the Chairperson, who votes only in the case of a tie.
- In the event that any voting member is not present at three (3) consecutive meetings (to include ad hoc), that person shall be considered inactive (without vote) at the next meeting. New members may vote at their third (3) consecutive meeting.
- To establish a quorum: 51% of eligible voting members must be present. Once a quorum is established it remains through the end of business. A simple majority is needed on all non-monetary matters.
- Any monetary transactions other than the usual purchase for any Activities function shall be voted upon by a 2/3 majority vote of the Activities Subcommittee.
- The Activities Subcommittee shall hold a group inventory meeting annually in the month of November, or before positions change, to account for all inventory (merchandise, supplies, etc).

FUNCTIONS/EVENTS:

- **Chairperson**
- Is responsible to acquire and secure keys to the facility being used for any Activities Subcommittee function.
- Is responsible for opening and closing the facility.
- Co-signs any service/performance contract pertaining to the function.
- Contacts all leaders, speakers, and readers asked to participate in the Activities Subcommittee hosted meeting to confirm their participation.
- 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.
- Distributes (to Activities Subcommittee money handling members only) advance sale tickets for each function, in conjunction with the Activities Treasurer.
- Oversees and maintains a supply inventory before and after each function, in conjunction with the Activities Treasurer.
- Purchases or delegates purchase of all necessary supplies for each function (with the Vice Chair, Treasurer or Merchandise Chair.)
- **Vice- Chairperson**
- Performs any and all duties of the Chairperson pertaining to the Activities Subcommittee in his/her absence.
- Coordinate all work to be done by committee members during Activities Subcommittee functions.
- Delegate volunteers from within the NA fellowship to perform specific duties before, during and after any function
- Purchase all necessary supplies for each function (with Chairperson, Treasurer or Merchandise Chair.)

- **Treasurer**
- Is responsible for all monetary transactions, which may include collecting monies/receipts at the door, etc. of any Activities Subcommittee hosted function (with Vice-Chair.)
- Counts all monies at the end of any function with another Activities Subcommittee officer.
- Provides all receipts and reimburses all funds for any expenses incurred in connection with the function.
- Any expense reimbursements over \$20.00 must be made by check.
- Purchase all necessary supplies for each function (with Chair or Vice-chair.)
- **Secretary**
- Is responsible for typing up formats of any Activities Subcommittee functions.
- Maintains a list of commitments by Activities Subcommittee member for duties to be performed for any function.
- Maintain attendance roster for voting purposes.
- **All Activities Subcommittee Members**
- Choose the format of the Activities Subcommittee hosted meeting including speakers, leaders, and readers, participants are to be chosen from active NA members.
- Design and provide fliers for the function
- 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 Activists hosted function. **Each member should make a commitment to attend each event and be of service for agreed upon length of time.**
- 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).
- No Activities Subcommittee member should participate in any prize winning activities hosted by the Activities Subcommittee (auctions not being a prize- winning activity)
- No Activities Subcommittee member is automatically admitted free of charge to any function (with the exception to dances). Committee members must have attended three (3) consecutive meetings prior to the event, in order to get into the dance for free.
- Activities Subcommittee members shall have a minimum of two (2) years clean to be able to handle money and a signed money handling agreement on file.

FLYER GUIDELINES:

THE FOLLOWING PROCEDURE SHOULD BE USED IN ORDER TO CREATE ANY AREA FLIERS, ACCORING TO OUR GUIDELINES.

The Subcommittee shall select a volunteer to create a flyer which must consist of the hosting Area's name, date, time, address of event (with two major freeways listed), amount of donation, two contact names and telephone numbers, nature of the function (meeting or dance), NA logo (with registered trademark symbol). **THE NA LOGO SHOULD BE THE MOST PROMINENT PART OF THE FLYER.** The flyer should not include: any of the other logos, mention outside enterprises (i.e. food drivers, raffles, door prizes, name of entertainment, name of speakers, etc.) The fliers should be neat and simple with suitable artwork (no nudity), if any. Fliers should be

presented to the Activities Subcommittee for approval prior to distribution. The Flyer Distribution person should be made aware of these guidelines prior to doing setup.

SPECIAL EVENT:

- **Policy**

“By and large, our groups have found that the simplest straight path to self- support is through the voluntary contributions of their own member. For this reason, we discourage groups from engaging in “fund raising” activities. If a group is unable to provide for its own needs from the contributions of its member’s, perhaps group members will want to consider increasing their contributions. Quote from “How it works and Why” pg 179.

- Monies cannot be appropriated to individual groups unless first approved by the ASC body.

- **Procedure**

- Event goes to the Activities Subcommittee for approval as if it were an Activities event (i.e. Bands, DJ, etc.)
- It must not conflict with or interfere with previously scheduled Activities Subcommittee’s functions.
- Fliers generated by the group must be approved under the Flier Procedure at a regularly scheduled Activities Subcommittee meeting.
- If the group is not satisfied with Activities decision, it can be brought to the area under the 10th Concept, under Area guideline procedure. The group can bring the event and the need for the event to the ASC meeting under new business.
- Subcommittees may conduct fund-raiser. They will work through the Activities Subcommittee Treasurer to receive and repay working funds. A financial report will be submitted to the ASC and Activities Subcommittee following each fund raiser detailing revenue and expenses. The proceeds will be used by the Subcommittee to purchase materials for their functions. Excess profits will go through Activities Subcommittee to the Area Treasury. Procedure #5 does not apply to Day of the Dinosaur or Unity Day Subcommittees.

AREA EVENT CALENDAR:

Activities Subcommittee will gather all tentatively set area activities from the various Subcommittees (i.e. H&I, Phonelines, Learning days, Unity Day, etc.) events and publish an Area Activities Calendar for the Eastern Inland Empire Area Quarterly.

FISCAL ACCOUNTABILITY:

- The Activities Subcommittee shall maintain a prudent reserve of \$2500.00 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 any time the balance in their bank account exceeds \$3000.00 and at the conclusion of an event all funds in excess of 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.
- Receipts shall be required for all income and disbursements.
- The Activities Subcommittee financial policies shall include:
 - There will be a bank account maintained by the Activities Subcommittee. The Activities Subcommittee Chairperson, Vice-Chair person, and Treasurer, and the ASC Chairperson and the Vice-Chair shall be co-signers.
- All checks shall require two (2) signatures.

- The checking account shall reflect the EIEASC mailing address and the bank statements shall be mailed to EIEASC P.O. Box for distribution to Activities Subcommittee.
- If two (2) Activities members live at the same residence, then only one (1) may be an officer
- All monies from special events will initially go through the Activities Subcommittee bank account
- No funds may be maintained in personal bank accounts
- All monies collected at Activities events, from whatever source will be deposited no later than three (3) business days following the event.
- Any and all money handlers must have 2 years clean time and sign a Trusted Servants Financial Service Acknowledgment form, (even if one is on file with another subcommittee), before being allowed to handle any of the Activities Funds.

MIS-APPROPRIATION OF EIE ACTIVITIES FUNDS:

The Eleventh Concept for NA Service establishes the sole absolute priority the use of NA funds: to carry the message. The 12 concepts give the EU+IE Activities Committee a mandate from the NA Groups that calls for total fiscal accountability. Definition of "Misuse of funds" includes, but is not limited to theft, embezzlement, or use of funds for the purpose not expressly authorized by an Activities Committee or Subcommittee. This includes theft of cash, checks, any financial instrument, (i.e. refunds from vendors to the NA fellowship), or asset (i.e. equipment, supplies, soda, inventory.)

• **Interim Actions- Suspension**

Should any Activities Committee member or any non-elected NA member be suspected to have misappropriated or misused funds, the Activities Committee will vote, in person, phone, or email, to immediately "suspend" the member(s) involved, from future Area Service. Suspension in this instance is not disciplinary action; it is the pause in active service to allow time for an investigation of an incident.

- A suspended officer or member may no longer represent him/herself to the fellowship or Service Boards/Committee as an officer or member of the Activities Committee. Additionally a member, upon notification of being suspended, may not be reimbursed for any service-related expenses incurred during the course of his/her suspension.
- Upon suspension of any member(s), the Activities Committee must make a full and timely investigation of the matter and report the findings at the Activities meeting.
- Any member who participates in or who had knowledge of the suspected misappropriation or misuse of Activities funds shall be subject to the same actions taken against the suspected misappropriation(s) or misuses(s) of Activities funds are required to be present at the Activities meeting.
- The presiding officer of the Activities Committee immediately upon calling the following Activities meeting to order, must report all interim action/decisions made to the Activities Committee, fully disclosing the alleged misappropriation or misuse of Activities funds and individuals involved. Any member suspected of misappropriations of Activities Funds may exercise their Tenth concept right to redress at this time.

• **Action-Removal/Reinstatement**

ONCE THE Activities committee investigates and Reports to the Area its finding of the suspected misappropriation, the Activities committee must immediately vote on a motion to remove individual(s) involved from office and/or committee “with cause,” to reinstate, or to extend the investigation.

- Should the Activities committee remove an officer or member with cause, said individual’s participation within the Activities Committee will be immediately terminated. Additionally, any member removed from office and/or committee by the Activities Committee for misappropriation or misuse of Activities Committee funds may not hold a regionally elected seat on or handle any N.A funds of the Area or its subcommittee for a period of (5) years.
- Upon reinstatement, said member’s suspension will be lifted and he/she will resume his/her role as a full participant of the Activities Committee.
- **Restitution**
 - A member removed from office for the misappropriation or misuse of Activities Funds will be subject to criminal and/or civil prosecution by EIEASC.
 - Members removed from the office for the misappropriation or misuse of Activities funds may, at the discretion of the Activities Committee or EIEASC be asked to sign a promissory note and make restitution in full of all misappropriated or misused Activities funds, in lieu of prosecution.

AUDITING POLICY

To help the Activities Subcommittee and the Area better manage their funds and anticipate a reasonable budget for the upcoming year to meet the needs of the Area in carrying our message.

EIEASC AUDITING PROCEDURE

- The EIEASC and delegated representative shall conduct a random audit comparing bank statement, against Activities Treasure records at least, quarterly, of the Activities bank account.
- Activities Subcommittee will prepare a quarterly financial report on income and disbursements.
- In the event of a new treasurer, an audit will be conducted at the next regularly scheduled ASC meeting.

AMENDMENT OF GUIDELINES

Activities Committee may propose an amendment to the guidelines at the regular monthly meeting of the Area Service Committee. The proposal must be seconded and submitted in writing to the Area Service Committee. It is then distributed to the GSR’s and taken to their individual groups before voting.

A 2/3 majority voting members present is necessary to amend.

The amendment shall go into effect immediately upon its adoptions, unless the motion to adopt specifies another time.

