

Guidelines for the Activities And Events Subcommittee
Triple Cities Area of Narcotics Anonymous (TCANA)
Revised 11-11-2015

Article I.

Name

- A. The name of this subcommittee shall be Triple Cities Area Activities and Events Subcommittee of Narcotics Anonymous (herein referred to as the subcommittee or TCA&E)
- B. The TCA&E is formed by and directly responsible to TCASC of Narcotics Anonymous.

Article II.

Purpose

- A. It is the responsibility of the TCA&E subcommittee to put on area activities and events and by doing so providing a greater source of unity and community by carrying a clear message of the Narcotics Anonymous message for the NA fellowship.
- B. In addition to the primary purpose, this subcommittee should produce additional area income. Any funds generated over and above the stated working capital (\$750.00) will be turned over to TCASC following the preceding event. (See further financial details in Article IV)
- C. **HAVE FUN!!!!!!!!!!**

Article III.

Functions of the Subcommittee

- A) Holds regularly scheduled monthly meetings (bi-monthly as the Subcommittee sees fit).
- B) Communicates and disburses all information to and from volunteers.
- C) Distributes activities flyers to all groups via TCASC meetings, regularly scheduled meetings and sending a list of events to the PR chair for posting to our website.
- D) Provides representation and participation in the TCASC.
- E) Coordinates the development of new events at the area level.
- F) Assists, if possible, other NA service bodies upon their request.
- G) Elects and/or appoints members to fulfill the needs of the Subcommittee.
- H) Provides functions for the fellowship to have fun at.
- I) Carries the NA message to the addict who still suffers.
- J) Maintains an archive of all minutes.
- K) **HAVE FUN!!!!!!!!!!**

Article IV

Financial/Management of Funds

- A. A separate bank account, requiring two signatures, will be maintained. Designated signers can be the Chairperson, Treasurer or Co-treasurer.
- B. The TCA&E subcommittee shall maintain a working balance not to exceed Seven Hundred and Fifty dollars (\$750.00). After each event, any excess funds will be put aside for Area
- C. All excess funds shall be forwarded to the Area Treasurer at the next TCASC meeting.
- D. No part of the net earnings or assets of the TCA&E shall benefit any individual or member of this subcommittee, on dissolution or otherwise.
- E. Two Subcommittee members shall count all funds acquired at any subcommittee function/event – at least one being an elected member.
- F. A receipt must accompany all expenditures.

- G. An itemized accounting statement for all functions/events shall be provided for review at each TCASC monthly meeting.
- H. A minimum of one year of clean time is required for any addict handling money at any event. As well two people must be present at all times when handling money.

Article V.

Requirement for membership

- A. Must be a member of the fellowship of Narcotics Anonymous
- B. Must have a desire, time, and resources to serve.
- C. General membership of TCA&E shall be open to individuals who share the stated purpose in above Article II - A
- D. Have a knowledge of the 12 steps, 12 traditions, and the 12 concepts.
- E. Those addicts who have been defined as members of this Subcommittee are eligible to vote on matters concerning activities work within the TCA&E.
- F. All voting matters shall be decided by a simple majority.
- G. **In order to be a voting member one must have attended the prior month's regularly scheduled TCA&E meeting. This does not include emergency or ADHOC meetings.**
- H. Any addict may volunteer at any given event based on the discretion of the TCA&E subcommittee.

Article VI.

Choice/Cost of Activities and Events

- A. TCA&E shall vote on all functions for feasibility and consideration of cost.
- B. Cost of each event is to be voted on by the members. Please note that any admission charges for events are considered only to be a suggested donation, guaranteeing that no addict shall ever be turned away from an event due to lack of funds.
- C. Anytime an A&E events displaces a group from their meeting facility, A&E subcommittee will offer that group a financial donation of \$15.00 per event.
 - This amount was calculated at one-fourth (1/4) of their monthly rent plus additional monies to cover 7th Tradition group donations totaling \$15.00

Article VII.

Structure of Elected Persons

- A. The elected positions of the Subcommittee shall consist of a Chairperson, Co-Chairperson, Secretary, and Treasurer and Co-treasurer. All positions, with the exception of the Chairperson, who is elected by the TCASC, are elected by the Subcommittee.
- B. If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Co-chairperson will automatically assume the position of the chairperson until the next TCASC meeting where a new Chairperson will be elected or appointed.

Article VIII.

Qualifications and Duties

- A. **Chairperson:** Elected by the TCASC and shall fulfill the TCASC requirements of a Subcommittee Chairperson. Minimum clean time requirement of 2 years. These responsibilities include:
 1. Attends and provides written reports of all monthly activities at each TCASC meeting.

2. Announces and holds regularly scheduled Subcommittee meetings.
3. Prepares an agenda for and maintains order at each meeting.
4. Submits monthly budgets for approval to the TCASC.
5. Elects or appoints other committee members as necessary.
6. Channels all funds from any event to the Treasurer of the TCASC by the next TCASC meeting.
7. Is one of the signers on the TCA&E checking account.
8. Time and resources to be an active participant.
9. Practicing the 12 steps and 12 traditions of NA

B. **Co-Chairperson:** elected by the Subcommittee. Minimum clean time requirement of one year. Responsibilities to the Subcommittee include:

1. Assumes the duties of Chairperson in the case of Chairperson's absence.
2. If the office of Chairperson should become vacant, the Co-Chairperson assumes the duties until a Chairperson is elected or appointed by the TCASC.
3. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
4. Responds to all inquiries of members relating to policy and procedure.
5. Attends individual group consciences where applicable and appropriate (i.e. when a group will be hosting an event).
6. Time and resources to be an active participant.
7. Practicing the 12 steps and 12 traditions of NA

C. **Secretary:** Minimum clean time requirement of one year. Responsibilities to the Subcommittee include:

1. Records minutes of all meetings of the Subcommittee and maintain archives of prior meeting minutes and related materials.
2. Copies and distributes minutes from Subcommittee meetings.
3. Keeps a current record of all Subcommittee members including addresses, phone numbers, and e-mail addresses.
4. Keeps records of all venues used for events: to include rules and regulations, price, and contact information.
5. Time and resources to be an active participant.
6. Practicing the 12 steps and 12 traditions of NA

D. **Treasurer:** Responsibilities to the subcommittee include:

1. Must have two years continuous clean time.
2. Is one of the signers on the TCA&E checking account.
3. Reports all contributions and expenditures at every TCA&E and TCASC meeting.
4. Responsible to continuously maintain and balance the TCA&E checking account, retaining all receipts for expenditures and deposits.
5. Time and resources to be an active participant.
6. Practicing the 12 steps and 12 traditions of NA

Article IX.

Suggested Agenda for TCA&E Subcommittee Meeting

- A. Open with a moment of silence and Serenity Prayer.
- B. Read the 12 Traditions and/or 12 Concepts.
- C. Take roll of voting and non-voting members.

- D. Read, amend if needed, minutes of last meeting.
- E. Officer reports.
- F. Area reports.
- G. Old Business.
- H. New Business.
- I. Announcements.
- J. Schedule next meeting.
- K. Close with group hug and prayer.

Article X.

Removal of Officers/Trusted Servants

- A. Any officer of TCA&E shall lose their position if one or more of the following occur:
 - a. Upon Relapse
 - b. Missing three (3) consecutive meetings without notice to a TCA&E officer.
 - c. Does not uphold their duties in accordance with the 12 concepts of service and the A&E GUIDELINES.
 - d. By a 2/3 majority vote of the subcommittee after a written grievance is filed with the A&E chairperson.
 - e. Misappropriation of any NA funds, assets, inventory, etc.

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