



USANA Activities Subcommittee

47 Coit Street, New London, CT 06320

www.ctna.org

POLICY and GUIDELINES

I. Name

The name of the subcommittee shall be the United Shoreline Area Activities Subcommittee of Narcotics Anonymous and to be hereafter referred to as the Subcommittee.

II. Purpose

The purpose of the Subcommittee is to hold activities for the members of Narcotics Anonymous; to create a structure that develops unity, coordinates and maintains services that provide all addicts an opportunity to have fun in recovery within a safe environment through drug-free events in the United Shoreline Area of Narcotics Anonymous.

III. Functions and Responsibilities of Subcommittee

- A. To plan, coordinate and execute activities
- B. To promote unity within our area
- C. To provide an atmosphere of fun and recovery
- D. To provide support to the United Shoreline Area of Narcotics Anonymous
- E. To be accountable to the Area Service Committee of USANA

IV. Meeting and Membership

A. Meeting

1. The Subcommittee shall meet regularly on the 2nd and 4th Thursday of every month from 6-7pm. Meeting time to be extended, when necessary, by group conscience.
2. The Subcommittee meeting format shall be as follows: open with a Moment of Silence, followed by the Serenity Prayer, followed by the reading of 12 Concepts of Service, followed by taking attendance, presentation of Secretary's Report, presentation of Treasurer's Report, presentation of any Ad-Hoc Reports, Old Business, New Business and an opportunity to present any Additional New Business, followed by a Motion to Close, closed with a Moment of Silence and 3rd Step Prayer.
3. During the discussion part of the Subcommittee meeting, each addict will raise their hand to share and each addict with pay respect to

others without interrupting the addict who is sharing, and will abstain from engaging in side conversation.

B. Membership

1. Membership in the Subcommittee is open to all NA members willing to serve.
2. Active membership is considered after attending two (2) consecutive meetings and will remain active if two (2) of the last three (3) meetings are attended.
3. It is generally accepted that all active members shall have the willingness to serve as an active member with an understanding and practical experience of the 12 Steps, 12 Traditions and 12 Concepts of NA.
4. Any addict with one (1) day clean is welcome to serve as a Subcommittee member.
5. All active members are responsible for providing the secretary with a current phone number, e-mail address and/or mailing address.
6. All active members in an elected position shall attend and serve at all Subcommittee functions. If unable to attend and serve, the elected member will notify the Subcommittee Chairperson and/or Subcommittee Secretary, as soon as possible.

V. Voting: Participants and Procedures

- A. Only active members may vote. (Active membership is a requirement; active members must attend two (2) of the last three (3) Subcommittee meetings.)
- B. Chairperson votes only in the event of a tie.
- C. Policy changes are to be tabled for thirty (30) days. In order to set or change policy, favorable vote is by 2/3 majority of total active members present. Abstention is not a vote.

VI. Electing Executive Members

- A. The Chairperson shall be elected by the Area Service Committee. A nominee will be recommended by the Subcommittee, whenever possible.
- B. The positions of Vice Chairperson, Secretary and Treasurer shall be filled by an election of active members only. A simple majority vote is required.
- C. The term of elected officers shall be for a period of one (1) year and it is suggested not to exceed two (2) terms.
- D. Any elected officer missing two (2) of three (3) Subcommittee functions, and/or two (2) consecutive subcommittee meetings, shall be removed from their position at the discretion of the active members.

VII. Requirements and Responsibilities of Elected Executive Committee

Members

A. Chairperson

1. Requires two (2) years clean time, as per ASC policy.
2. Will meet ASC requirements for Subcommittee Chairperson, per policy and be an active member of the Activities Subcommittee for at least six (6) months, whenever possible.
3. Attends and facilitates all Subcommittee meetings. If unable to facilitate, the Vice Chairperson will be contacted to facilitate the meeting.
4. Attends all ASC meetings or sends the Vice Chairperson. If neither is available, another designee will be sent.
5. Presents a monthly written report, including all Subcommittee financial activity, reconciled bank statement and information from bimonthly Subcommittee meetings, to ASC.
6. Plans and supplies copies of an agenda for each Subcommittee meeting; works with other active members to create, plan, coordinate and execute activities.
7. Attends all Subcommittee meetings and functions.
8. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
9. Supplies copies of Activities Monthly Report to ASC; supplies copies of all Event Flyers to ASC for approval and distribution.

B. Vice Chairperson

1. Requires two (2) years of clean time and has active member status of the Subcommittee for at least six (6) months.
2. The intention of this position is to meet the requirements and learn the responsibilities of the Chairperson position.
3. In the event the Chairperson is absent, attends and facilitates Subcommittee meetings and attends and provides written monthly report to ASC.
4. Will serve as Additional Signer (second) on treasury account.
5. Attends all Subcommittee meetings and functions.
6. Keeps event records of all venues used, rules and regulations of each venue, prices, contact information and vendor information.

C. Treasurer

1. Requires five (5) years of clean time, which is NOT to be waived.
2. Has active member status of the Subcommittee for at least six (6) months.
3. Must be responsible and secure in his/her personal finances.
4. Since the bank requires the Social Security number and mother's maiden name, prior to being cleared and placed on the account, the member who is nominated or who volunteers for this position (or any Additional Signer (see D)), will be asked by the Subcommittee, the following:

- a. Have you ever filed bankruptcy?
 - b. Have you ever been reported to TeleCheck®?
 - c. Have you ever misused NA funds?
5. Keeps detailed records of all Subcommittee financial transactions.
 6. Attends all Subcommittee meetings and functions.
 7. At the end of each event, counts all monies in collaboration with Chairperson and/or Vice Chairperson, or designee.
 8. Provides a written report at each Subcommittee meeting and supplies a copy to the Chairperson and Secretary (Vice Chairperson in the absence of the Chairperson), which includes a current reconciled bank statement, Treasury report and Event Expense Report, when applicable.
 9. Serves as the primary signer on the treasury account.

D. Additional (Third) Signer

1. Same Requirements and Responsibilities as the Treasurer/Vice Treasurer
2. Is the Vice Chairperson of the Area Service Committee

E. Secretary

1. Requires one (1) year of clean time and has been as active member of the Subcommittee for at least six (6) months.
2. Attends all Subcommittee meetings and functions.
3. Takes notes at all Subcommittee meetings and provides a copy of the minutes to all active members, within ten (10) days of the last Subcommittee meeting.
4. Keeps a list of current contact information of all active Subcommittee members: phone number, mailing address and/or email address
5. Communicates Subcommittee event information to Regional Web Servant.

VIII. Subcommittee Members

- A.** Requires one (1) year clean time to handle any Subcommittee monies
- B.** Notifies any Executive Committee Member if unable to fulfill event commitments.

IX. Event Planning

- A.** Per event, ticket and donation prices are to be set by Subcommittee group conscience.
- B.** Subcommittee members reserve the right to solicit a group conscience, in the event, there is an unforeseen circumstance.
- C.** Venues are to be secured prior to any announcements or printing of event flyers. At least two (2) active members will scout the venue, one (1) being an Executive Committee member.
- D.** All expenses for events will be approved by group conscience, prior to purchase.

- E.** It will be an individual decision whether or not an active member chooses to pay event admission.
- F.** Per event, the Subcommittee may require a separate Food Service and Beverage Coordinator to work in collaboration with the Treasurer to ensure quantity control at the event.