

Space Coast Area of Narcotics Anonymous



Activities Subcommittee Guidelines

(03-2007 - v01)

SPACE COAST AREA OF NARCOTICS ANONYMOUS ACTIVITIES SUBCOMMITTEE GUIDELINES



Article I Name

The name of this committee shall be the Space Coast Area Narcotics Anonymous Activities Subcommittee (Hereafter referred to as S.C.A.A.S.).

Article II Purpose

To provide and maintain an atmosphere of recovery and unity within the Space Coast Area of Narcotics anonymous. We will also carry the message of recovery in the fellowship of N.A. with all celebrations.

Article III Duties

Section 1.

To follow the directions of the Space Coast Area of N.A. Area Service Committee.

Section 2.

To coordinate functions approved by the Space Coast Area Service Committee.

Section 3.

To coordinate the timing of Area and Multi-area activities via the Area's calendar of events; to minimize timing conflicts and overlapping of events.

Section 4.

To communicate and assist other areas with functions as needed.

Section 5:

To carry out the annual events to the best of your abilities, which are as follows; New Years Eve Dance, Hawaiian Luau in the Spring and finally the Beach Bash in the fall. Luau started in 2005, Beach Bash 2003. Also try to execute other functions within the twelve month period.

Article IV Members

Section 1.

General membership of this committee shall be open to all individuals in the Space Coast Area of narcotics Anonymous

Section 2.

Any member of the activities subcommittee shall vote providing they have attended 2 consecutive committee meetings, and upon the 2nd consecutive meeting, they will have voting privileges. Upon missing two consecutive meetings they're voting rights will be suspended. (Attendance will be documented). Upon attending two consecutive meetings again voting rights will be reinstated.

Article V Officers: Qualifications & Duties

Section 1. Chairperson

Qualifications: 2 year clean time and fulfilled service position at the group level or area level in the Space Coast Area of N.A. A working knowledge of the 12-steps/12 traditions and a willingness to serve at least one year. Have served on the committee for at least 90 days consecutively.

Duties:

- a. Preside at all S.C.A.A.S. meetings.
- b. Provide an agenda for the S.C.A.A.S. meetings.
- c. Vote in case of a tie, on motions in this subcommittee.
- d. Coordinate/Oversee all S.C.A.A.S. functions.
- e. Act as liaison to the other areas to communicate/coordinate activities, so as not to overlap N.A. activities.
- f. To bring a monthly report to the S.C.A.A.S. meeting of activities in this subcommittee:
 1. Itemized written report of the income/expenses for activities in the previous month.
 2. Motions for proposed future activities, including a budget for the proposed activity. Both must be approved by the S.C.A.A.S.
 3. Next S.C.A.A.S. meeting, time, date, and place.
- g. Communicate/Coordinate subcommittee activities with the Treasurer, and the Vice-Chair of the Space Coast A.S.C.
- h. Remain at all functions and after to account funds collected at the events.
- i. Maintain financial records at all subcommittee meetings.
- j. Disburse money as necessary in accordance with A.S.C. decisions.

Section 2. Vice-Chair

Qualifications: 1 year clean time and fulfilled service position at the group or area level in the Space Coast Area of N.A. A working knowledge of the 12-steps/12 traditions and a willingness to serve at least one year. Have served on the activities subcommittee for at least 90 days consecutively.

Duties:

- a. Perform the duties of the Chairperson in his/her absence.
- b. Assist the chairperson in the overseeing/coordinating of all activities.
- c. Remain at all functions and after to account funds collected at the events.

Section 3. Secretary

Qualifications: 9 months clean time and fulfilled service position at the group or area level in the Space Coast Area of N.A. A working knowledge of the 12-steps/12 traditions and a willingness to serve at least one year. Have served on the activities subcommittee for at least 90 days consecutively.

Duties:

- a. Record/distribute minutes at each S.C.A.A.S. meeting and policy chair.
- b. Remain at all functions and after to account funds collected at the events.

Article VI Elections of Officers

Section 1.

The Chairperson shall be elected by the Space Coast A.S.C. membership. The clean time requirement may be waived by a 2/3 vote of the A.S.C. membership.

Section 2.

The Vice-Chair and Secretary are elected by the membership of the S.C.A.A.S. The clean time requirement may be waived by a 2/3 vote of the A.S.C. membership.

Section 3.

Any S.C.A.A.S. member may nominate a qualified member for an S.C.A.A.S. position. Elections of said officers shall be as stated in Article VI, Sections 1 & 2.

Section 4.

The officers shall be elected to serve one year or until there successors are elected. Their term of office shall begin upon election.

Section 5.

No S.C.A.A.S. officer shall be eligible to serve more than two consecutive terms in the same position.

Section 6.

In cases of mid-year resignation or removal of an officer, an interim shall be appointed by the Chair at the time of removal/resignation, with elections to fill the interim position at the next S.C.A.A.S. meeting.

Article VII Removal of Officers

An officer shall be removed from his/her position for loss of abstinence and may be removed for non-compliance, after due notification. In case of the Chairperson, 2/3 votes by the A.S.C. membership quorum are required for removal. In cases of the Vice-Chair, and Secretary a 2/3 vote of the S.C.A.A.S. membership is required. Non-compliance includes, but is not limited to;

- a. Non-fulfillment of duties of the position.
- b. Non-attendance at a scheduled function without notification of the Chairperson.
- c. Non-attendance of two consecutive meetings, without prior notification.
- d. Misappropriation of area funds.

Article VIII Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall be utilized to conduct the business of this committee in cases, which they are applicable and are not inconsistent with the 12 traditions of N.A.

Article IX Spiritual Guidance

The S.C.A.A.S shall comply in all its actions with the following:

- a. The 12 traditions of N.A.
- b. The current publication of these guidelines.
- c. Past Space Coast A.S.C. and S.C.A.A.S. motions.
- d. Current publications of all pertinent N.A. handbooks.
- e. Current edition of Robert's Rules of Order.

Article X Amendments to Guidelines

Section 1.

Any member of N.A. may propose an amendment to these guidelines at a regular Space Coast Area A.S.C. meeting. The proposal must be seconded by a G.S.R. and voted on by a 2/3 majority of the A.S.C. membership.

Section 2.

The amendment shall go into effect upon its approval by the S.C.A.S.C.

Article XI Funding

Section 1.

The Space Coast A.S.C. shall provide the funds necessary for this committee to operate.

Section 2.

All proceeds from the events/activities will be contributed to S.C.A. of N.A.

Section 3.

All receipts for expenses incurred by this committee shall be presented to the A.S.C. Treasurer for funding/reimbursement.

Section 4.

The group has voted on annual events to be as follows: New Year's Dance, Valentine's, Luau (or spring function), and the Beach Bash (established in 2004)

Section 5.

All proceeds from events/activities shall be presented to the A.S.C. Treasurer at the next A.S.C. after the completion of the event/activity. Along with proceeds, a written report of income/expenses of this event/activity will be submitted. The Chair or Vice-Chair from the committee shall be responsible for picking up funds from the area functions.