

**SOUTH COAST AREA ACTIVITIES COMMITTEE**  
**GUIDELINES**  
**2010**

I. NAME AND BOUNDARIES:

- A. This Sub-Committee shall be known as the South Coast Area Activities Sub-Committee of Narcotics Anonymous, hereinafter known as SCAACNA.
- B. The SCAACNA boundaries are: south of Sand Canyon Road, east to Riverside County line, and south to San Diego County line.

II. PURPOSE –

The South Coast Area Sub-Committee's purpose is to serve the needs of the South Coast Area by conducting activities that carry a clear NA Message of recovery, and promote growth, strength, and unity of NA as a whole.

III. FUNCTIONS –

- A. The SCAACNA shall operate using:
  - 1. The Twelve Traditions of Narcotics Anonymous
  - 2. The Twelve Concepts of NA Service
  - 3. The SCAACNA guidelines
  - 4. *A Guide to Local Services in Narcotics Anonymous*
  - 5. Abide by the will of the SCASCNA
  - 6. Carry a clear NA Message in all service activities
- B. The SCAACNA will meet the second Sunday of each month at 5:00 p.m., except with prior notification of changes 1 month in advance. Special meetings may be called by a majority vote or at the discretion of the Chairperson.
- C. The SCAACNA guidelines will be reviewed yearly. All guideline changes must be submitted in writing for approval by the SCASCNA. Any new guideline created, or changes to an existing guideline, will not conflict with the guidelines of the SCASCNA

#### IV. PARTICIPANTS –

- A. Chairperson
- B. Vice-Chairperson
- C. Treasurer
- D. Secretary
- E. Activities Regional Representative
- F. Alternate Activities Regional Representative
- G. Members of NA

#### A. CHAIRPERSON

##### 1. Requirements:

- a. Three years of continuous clean time
- b. At least one year experience in service to the SCAACNA.
- c. Has not embezzled or misappropriated any funds, NA or otherwise, for the length of this position's clean time requirement

##### 2. Duties:

- a. Presides over all SCAACNA meeting
  - b. Prepares Agenda
1. Open with NA Prayer of Choice
  2. Recognition of New Members
  3. Approval of Minutes
  4. Chair Report
  5. Vice Chair Report
  6. Secretary Report
  7. Treasurers Report
  8. Activities Regional Representative Report
  9. New Business
  10. Old Business
  11. Events
  12. Birthdays
  13. Close with Prayer of Choice
- c. Co-signer on the SCAANA bank account
  - d. Custodian of the SCAACNA bank account in conjunction with the Treasurer
  - e. In conjunction with the Treasurer and Vice-Chair, prepares a quarterly financial statement of all expenditures in the months of April, July, October

and January for submission to the SCASCNA

- f. Prepares a written synopsis Each Month of the sub-committee's activities for submission to SCASCNA and SCAACNA Secretary
- g. Oversees and coordinates all SCAACNA functions
- h. Initiates any necessary correspondence
- i. Help train the next member who will hold the position
- j. Votes only in the case of a tie

## B. VICE-CHAIR

### 1. Requirements:

- a. Three years of continuous clean time
- b. At least six months experience in service to the SCAACNA
- c. Has not embezzled or misappropriated any funds, NA or otherwise, for the length of this position's clean time requirement

### 2. Duties:

- a. Performs Chairperson's duties in the absence of the Chairperson
  - i. Only votes when acting as Chair in case of a tie
- b. Co-Signer on the SCAACNA bank account
- c. Assists the Chairperson in overseeing and coordinating all SCAACNA functions
- d. In conjunction with the Chair and Treasurer, prepares a quarterly financial statement of all expenditures in the months of April, July, October and January for submission to the SCASCNA
- e. Help train the next member who will hold the position
- f. Attend and assist at all SCAACNA functions
- g. In the absence of the Activities Service Representative, represents the SCAACNA at monthly SCRASCNA meetings held in Monrovia on the first Wednesday of every month at 7:30pm and picks up other Area's fliers for activities to be made available to the South Coast Area GSR's at the next Area meeting
- h. Maintains archives and records
- i. Voting member

## C. TREASURER

### 1. Requirements:

- a. Three years continuous clean time
- b. At least six months experience in service to the SCAACNA
- c. Has not embezzled or misappropriated any funds, NA or otherwise, for the Length of this position's clean time requirement
- d. Must have access to a computer
- e. Must be self-supporting

### 2. Duties:

- a. In conjunction with the Chair and Vice-Chair, prepares a quarterly financial Statement of all expenditures in the months of April, July, October and January for submission to the SCASCNA
- b. Provides a monthly reconciliation of bank account to SCAACNA
- c. Attend and assist at all SCAACNA functions
- d. Custodian of the SCAACNA bank account in conjunction with the Chair
- e. Makes sure bank account signature cards are changed before the next Activities Sub-Committee meeting after election
- f. Must make all Activities deposits after receipt within three (3) business days into SCAACNA bank account. If funds cannot be deposited within 3 business days, the Chair and Vice-Chair are to be notified immediately by the Treasurer
- g. Will administer the gross revenue at all SCAACNA functions. A cash count will take place three (3) times during the course of the event (i.e. start, middle, and end). The record of the cash count will be maintained with an event report sheet and will serve as permanent record of this event. One (1) active member will assist the Treasurer in the cash counts
- h. Will maintain expenditure records and event report sheets for all events
- i. Help train the next member who will hold the position
- j. Voting member

## D. SECRETARY

### 1. Requirements:

- a. Six months continuous clean time

- b. Access to a computer

2. Duties:

- a. Takes accurate minutes of each meeting
- b. Distributes minutes at the following SCAACNA meeting
- c. Keeps the current lists (i.e. phone, email) of all SCAACNA members & distributes update to sub-committee members
- d. Maintains records of agendas, minutes, and any other correspondence related to activities (fliers, clean sheets, etc.) for permanent record
- e. Attend and assist at all SCAACNA functions
- f. Responsible for fliers if no member volunteers
- g. Voting member

E. ACTIVITIES SERVICE REPRESENTATIVE TO THE SOUTHERN CALIFORNIA REGIONAL ACTIVITIES COMMITTEE

1. Requirements:

- a. One year continuous clean time
- b. At least six months experience in service to the SCAACNA

2. Duties:

- a. Represent the SCAACNA at monthly SCRASCNA meetings held in Monrovia on the first Wednesday of every month at 7:30pm and pick up other Area's fliers for activities to be made available to the South Coast Area GSR's at the next Area meeting
  - i. If you cannot attend monthly SCRASCNA, notify the Vice-Chair 1 week prior to meeting
- b. Report to the SCAACNA the events of Regional meeting
- c. Represent the SCAACNA at Regional functions
- d. Attend and assist at all SCAACNA functions
- e. Be a voting member

F. ALTERNATE ACTIVITIES SERVICE REPRESENTATIVE TO THE SOUTHERN CALIFORNIA REGIONAL ACTIVITIES COMMITTEE

1. Requirements:

- a. One year continuous clean time
- b. At least six months experience in service to the SCAACNA

2. Duties:

- a. In the absence of the Area Representative, represents the SCAACNA at monthly SCRASCNA meetings held in Monrovia on the first Wednesday of every month at 7:30pm and pick up other Area's fillers for activities to be made available to the South Coast Area GSR's at the next Area meeting
- b. Reports to the Area Representative the events of Regional meeting
- c. In the absence of the Area Representative, represents the SCAACNA at Regional functions
- d. Attend and assist at all SCAACNA functions
- e. Votes only in the absence of Activities Regional Representative

G. MEMBERS OF NA

- a. Any member of Narcotics Anonymous is welcome to join the SCAACNA (South Coast Area Activities Committee of Narcotics Anonymous). To become an active member of the SCAACNA said member must attend two consecutive activities meetings. A member becomes inactive after missing two consecutive meetings without communication with a committee officer

Misappropriation of SCAACNA Funds – The Eleventh Concept for NA Service establishes the sole absolute priority for the use of NA funds: to carry the message. The Twelve Concepts give the SCAACNA a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by Area trusted servants cannot be tolerated.

Definition: "Misuse of funds" includes, but is not limited to: theft, embezzlement, or use of funds for purposes not expressly authorized by an Area 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 or inventory).

**OPERATIONAL GUIDELINES:**

- (A) Committee officers shall serve for a term of one year. All officers may succeed themselves in office but none may serve more than two consecutive years in the same position.

- (B) All officers of the committee will be voted in by a simple majority vote and must be willing.
- (C) Any officer may be removed during his/her term by a 2/3 vote.
- (D) This body shall hold monthly meetings as scheduled on the second Sunday of every month at 5:00 p.m. Special meetings may be called by a majority vote or at the discretion of the Chairperson.
- (E) A maximum of \$1,500.00 shall be kept in the SCAACNA bank account. All monies over the prudent reserve will be donated to the South Coast Area at the next Area meeting.
- (F) All checks will have two (2) signatures. To ensure monetary security of the SCAACNA, no two signers on the bank accounts of this Area may reside in the same household nor shall the payee be a signer on the check.
- (G) Any transactions of committee funds shall be voted on by a 2/3 majority vote.
- (H) All "votes of confidence" given to any member(s) of the Committee for the expenditure of funds must have a dollar limitation on the face of the check or no expenditure can be made.
- (I) All expenditures must be completely documented. Each expense must have a receipt with the vendors name, address, telephone number, purchase data, type(s) of service, amount paid, and any balance due.
- (J) Cash expenditures are not to be made over fifty dollars (\$50.00). In the event of a vendor demanding cash for services, a check will be issued, endorsed by the vendor and cashed by the Treasurer.
- (K) Any monies should be accounted for the same night/day of the event; thereafter deposited within three (3) business days. Two officers shall be present for all accounting.
- (L) All revenues of the SCAACNA must be deposited after receipt within three (3) business days into the committee bank account. If funds cannot be deposited within 3 business days then the Chairperson and Vice-Chairperson are to be notified immediately by the Treasurer.

(M) The original bank statement of the SCAACNA bank account will be available at each Activities meeting and put into the archives.

(N) At all SCAACNA events, the Treasurer will administer the gross revenue. A cash count will take place three (3) times during the course of the event. (I.e. start, middle, and end). The record of the cash count will be maintained with an event report sheet and will serve as permanent record for the event. One (1) active member will assist the Treasurer in the cash counts.

1. In the event there are tickets created for any event, the Treasurer will be responsible for managing the ticket distribution, ticket collection and final count of all tickets. Counts and ticket handling/distribution/collection will be handled and documented with the assistance of the Chair only.

(O) Selection of speakers, leaders and readers shall be as follows:

1. Speakers shall be an active member of NA with a minimum of two years' continuous clean time and a clear NA message.
2. Leaders shall have a minimum of 1-year continuous clean time and a clear NA message.
3. Readers shall be active members of NA.

(P) All SCAACNA distributed fliers shall include the following: A flier person shall be chosen for each event. Fliers for Regional events must be completed 90-120 days prior to event.

- 1) The hosting area of event.
- 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 donation.
- 5) Two contact names and telephone numbers, including area codes. The area website address.

- 6) The nature of the function. (I.e. meeting, dance, etc.)
- 7) The NA logo with the R, the Service Symbol with the R, or Narcotics Anonymous.
- 8) Neat and simple with suitable artwork.
- 9) The contact name and number for group information (applies to Regional Activities Fliers only).
- 10) No other logos (i.e. businesses, venues etc.) with the exception of convention fliers.
- 11) No mention of outside enterprises (i.e. food drives, raffles, religious holidays, names of entertainers or speakers, etc.)
- 12) Insurance for all area events needs to be purchased 1 month prior to event through The Regional Service Office.

13) Insurance for all regional events must be purchased before presenting flyers to region.

(Q) These guidelines may be waived by a 2/3 majority of the voting body. These guidelines may be amended by a 2/3 majority of the voting body. It is important to understand that these guidelines are not stern rules, but rather suggestions for the committee to operate smoothly.

(R) To ensure that any new guideline created, or changes to an existing guideline, not conflict with the guidelines of the SCASCNA.

(S) Submit guidelines annually to the SCASCNA which will include name, purpose, function, voting procedures, meeting time

(T) Submit all guidelines changes in writing for approval by the SCASCNA

#### (U) ELECTION

- a. Nominations for all positions will be held in June
- j. No nominee may hold another Chairperson, Vice-Chairperson, GSR or Alternate GSR of a SCASCNA Committee

- ii. All Nominees must be present at the time of nomination and election
  
- b. Elections for all positions will be held in July
  - i. The Chairperson must be voted into office by the SCASCNA at the July ASC meeting
  - ii. The Vice-Chairperson must be voted into office by the SCASCNA at the July ASC meeting

VOTING PROCEDURE: Voting members of the SCAACNA shall be the Vice-Chair, Treasurer, Secretary, Activities Service Representative, Alternate Activities Service Representative and any other members who have been in attendance at two (2) consecutive meetings. Voting members lose their vote upon the absence of two (2) consecutive meetings. Voting privileges will be reinstated at attendance of two (2) consecutive SCAACNA meetings. Each voting member has one (1) vote. The SCAACNA Chairperson only has a vote in the case of a tie. All Officers are elected for a term of one (1) year.