

SHASCNA

ACTIVITY

COMMITTEE

GUIDLINES

SHASCNA ACTIVITIES COMMITTEE GUIDELINES

ARTICLE I

NAME

South Hills Area Service Committee Narcotics Anonymous – Activities Committee (SHASCNA-AC)

ARTICLE II

PURPOSE

This committee was formed by and is directly responsible to the South Hills Area Service Committee of NA. The purpose of this committee is to put on functions, such as, dances, picnics, etc. An activity put on by SHASCNA-AC will be carried out in accordance with the Twelve & Twelve of Narcotics Anonymous.

ARTICLE III

FUNCTIONS AND RESPONSIBILITIES

1. Any activity new or unused for two years must be approved by SHASCNA in order for any activity to be put on.
2. To establish a budget for all activities and have it approved by SHASCNA.
3. Co-ordinate the timing of SHASCNA activities so as to not conflict with any other area activity.
4. To report all expenditures and income from activities to SHASCNA.
5. SHASCNA-AC will have no more than 6 activities per year.

ARTICLE IV

MEETINGS AND MEMBERSHIP

1. SHASCNA-AC subcommittee meetings will be held before Area's monthly meeting to the discretion of the committee.
2. SHASCNA-AC subcommittee meeting times will also be to the discretion of the committee.
3. Anyone attending two consecutive SHASCNA-AC meetings will have a vote. In the case of no attendance other than the chair, the chairperson will conduct all necessary business and report it to SHASCNA.
4. Any member on the committee handling money, tickets, etc. must have 2 years continuous abstinence.
5. Members on this committee must arrive at all functions 1 hour prior to the function to help set up and remain after to help clean up.
6. To carry the message of the upcoming activities by the activity subcommittee.

ARTICLE V

FUNDING

1. SHASCNA-AC will have a startup of \$500 at the beginning of an election year (July).
2. A report of all transactions is included in the activities report monthly, and it is the responsibility of the treasurer to keep accurate records of all income and expenditures.
3. SHASCNA-AC at the end of one year (June) the committee must go back to their original \$500 startup so they will have their reserves set for the next year of activities.

ARTICLE VI

SPIRITUAL GUIDANCE

1. SHASCNA-AC shall not make any motions or take any actions that conflict with the 12, 12 & 12 of NA.
2. SHASCNA-AC shall comply with all its actions the documents in succession:
 - a. The 12, 12 & 12 of NA

- b. Current SHASCNA policies
 - c. The current publications of these guidelines.
 - d. The Guide to Local Service.
 - e. Any current fellowship approved materials.
3. In order to maintain compliance with our traditions, a function must be planned and held by and for NA members.
4. All aspects of the functions should be consisting of encouraging recovery for addicts.
5. Any items given away at an activity will be recovery oriented such as NA literature, tickets to convention, so as to keep the function recovery oriented.

ARTICLE VII

SUBCOMMITTEE TRUSTED SERVANTS

CHAIRPERSON

Shall be elected at the regular SHASCNA meeting in the month of June. For a one year term in accordance with and accountable to SHASCNA guidelines and policies.

QUALIFICATIONS:

1. Minimum of 3 years clean
2. Working knowledge of the 12, 12 & 12.
3. Working knowledge of the SHASCNA policy and guidelines
4. Ability to organize and serve the committee
5. Willingness to give the time and resources necessary to conduct the business of SHASCNA-AC
6. One year previous experience with an Activity committee
7. Signer on the SHASCNA-AC account

DUTIES:

1. To prepare an agenda for and preside over subcommittee
2. To suggest, coordinate, organize, delegate, follow up, and help generate enthusiasm for functions planned by SHASCNA-AC
3. To maintain SHASCNA-AC archives to be handed down from Chairperson to Chairperson

4. Any contracts that need signed must be given to the SHASCNA Executive Committee for review and approval. Upon approval two (2) Executive Committee members will sign the contract or written agreement per Article IX Section III of SHASCNA Area Guidelines
5. To have appropriate notice on all activities, so to get the word out to the area
6. SHASCNA-AC Chairperson is to abide by all existing SHASCNA Guidelines and policies

VICE CHAIRPERSON

Shall be elected at the regular SHASCNA meeting in the month of June. For a one year term in accordance with and accountable to SHASCNA guidelines and policies.

QUALIFICATIONS:

1. Minimum of 2 years clean
2. Working knowledge of the 12, 12 & 12.
3. Working knowledge of the SHASCNA policy and guidelines
4. Ability to organize and serve the committee
5. Willingness to give the time and resources necessary to conduct the business of SHASCNA-AC
6. Previous service experience at any level
7. Signer on the SHASCNA-AC account

DUTIES:

1. To take an active part in the direction of the SHASCNA-AC working closely with the Chairperson and assisting with organizational duties
2. In the absence of the Chairperson, to conduct the meeting and to see that all committee responsibilities and projects progress and are carried out
3. In the event the Chairperson is unable to complete his/her term, or is absent, the Vice-Chairperson will assume the Chairperson position

SECRETARY

Shall be elected by a majority vote within the SHASCNA-AC

QUALIFICATIONS:

1. Minimum 6 months clean
2. Willingness

DUTIES:

1. To keep an accurate account of all meeting agenda
2. To prepare report for Chairperson to take to SHASCNA Service meeting

TREASURER

Shall be elected by majority vote within SHASCNA-AC

QUALIFICATIONS:

1. Minimum 2 years clean
2. Willingness
3. Previous service experience
4. Working knowledge of the 12, 12 & 12

DUTIES:

1. To work along with the SHASCNA-AC Chairperson during an activity to keep accurate account of money
2. To provide the SHASCNA-AC Chairperson with a breakdown of expenses for an activity
3. Record all committee expenditures and report them monthly to SHASCNA through the SHASCNA-AC Chairperson
4. Deliver a full written financial report of SHASCNA-AC to SHASCNA area at the completion of a year term (June)
5. Disburse and collect funds as necessary in accordance with the SHASCNA-AC decision
6. Deposit all collected funds within 72 hours of receipt of said funds
7. Must not be a signer on the SHASCNA-AC checkbook
8. Attend any SHASCNA meetings or Executive meetings as necessary
9. Attend all SHASCNA-AC meetings and keep committee updated on expenses