

SUGGESTED GUIDELINES

ACTIVITIES COMMITTEE OF THE SOUTHERN ANTELOPE
VALLEY AREA SERVICE COMMITTEE OF NARCOTICS
ANONYMOUS (Revised 08/2024 – Approved 11/3/2024)

SOUTHERN ANTELOPE VALLEY AREA
OF NARCOTICS ANONYMOUS:
ACTIVITIES COMMITTEE GUIDELINES

SECTION I- DEFINITION:

This body shall be known as the S.A.V.A.N.A. Activities Committee (A.C.). The A.C. is a subcommittee made up of interested S.A.V.A.N.A. members from within the Southern Antelope Valley Area.

SECTION II-PURPOSE:

- A. To provide events and activities for the N.A. fellowship within our area.
- B. To provide donations over and above the A.C prudent reserve to the A.S.C. in order for the A.S.C. to continue to carry out the events described in the A.S.C. Guidelines.

SECTION III-PARTICIPANTS:

- A. The A.C. is composed of interested members and trusted servants from within S.A.V.A.N.A. Members of the A.C. shall be limited to active N.A. members. It is suggested that all A.C. members have knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous and have demonstrated a willingness to serve. All A.C. members are required to maintain continuous clean time for the duration of their respective commitments.
- B. Any member who has attended at least two A.C. meetings consecutively will maintain full voting privileges. Any member who misses two consecutive meetings will lose his/her voting privilege. Attendance at a meeting is defined as present for the entire meeting.
- C. At the first A.C. meeting held in April of each year. AC. shall have elections to fill all committee positions, with the exception of the Chairperson. All members elected will assume their respective duties immediately following the election of Chairperson at the A.S.C. elections.
- D. The Chairperson of the A.C. will be elected at the annual A.S.C. elections held in March.
- E. Volunteers shall be any member of the S.A.V.A.N.A. and willing to assist at any A.C. event. They shall have no voting privileges.

F. Requirements of Officers of A.C.

1. **Chairperson:** Shall have at least 3 years of continuous clean time and at least 2 years of service experience at S.A.V.A.N.A. area level (As defined by S.A.V.A.N.A.).
2. **Vice-Chairperson:** Shall have at least 3 years of continuous clean time and at least 1 year of service experience within S.A.V.A.N.A.
3. **Secretary:** Shall have at least 1 year of continuous clean time and at least 6 months of service.
4. **Treasurer:** Shall have at least 3 years of continuous clean time and at least 2 year of service experience within S.A.V.A.N.A.
5. **Merchandise Agent:** Shall have at least 3 years of continuous clean time and at least 2 years of service within S.A.V.A.N.A. Bookkeeper and inventory control knowledge is suggested.
6. **Flyers and Graphic Design:** Shall have at least 6 months clean and be computer literate.
7. **Hospitality:** Shall have at least 2 years of continuous clean time and 1 year of service experience within S.A.V.A.N.A.\

SECTION IV- DUTIES OF OFFICERS:

A. Chairperson:

1. Chair all A.C. meetings.
2. Provide an agenda for the A.C. meetings.
3. **Will** only cast a vote only in the case of a tie.
4. Make certain that written reports of the A.C. secretary, treasurer, and merchandise agent are provided at the A.S.C business meeting and arrange for a brief oral presentation of those reports. Present financial records or copies to be reviewed or audited by any concerned N.A. member.
5. Keep A.C. informed of decisions made by the A.S.C. that may affect them.
6. In the case of any last minute decisions pertaining to an event, to take a group conscience from the A.C. If a reasonable effort is made to attain a group conscience and the attempt if failed, an automatic vote of confidence will be given to the A.C. chairperson in accordance with these guidelines.
7. Although the chairperson may designate committee members to obtain pertinent information for upcoming activities, it is the chairpersons responsibility to confirm and finalize all arrangements.
8. Authorize any disbursement of funds
9. Be responsible along with the treasurer for all monetary transactions including but not limited to: collecting monies/receipts at the door of any event, auction monies, or money from food sales carried out by the A.C., Ad Hoc or subcommittee.
10. Count all money in the presence of the treasurer after any A.C. event which generates revenues.
11. Receive from the merchandise agent an inventory report before and after each A.C. event.

B. Vice-Chair:

1. Perform the duties of the chairperson in their absence.
2. Attend and coordinate all sub-committee or Ad Hoc committee meetings of A.C.
3. Assist the chairperson in overseeing and maintaining supply inventory before and after each event.
4. Co-sign any service contracts pertaining to an event.

C. Treasurer:

1. Keep a record of all A.C. cash flow.
2. Be responsible along with the chairperson for all monetary transactions including but not limited to: collecting monies/receipts at the door of any event, auction monies, or money from food sales carried out by the A.C., Ad Hoc or subcommittee
3. Count all money in the presence of the chairperson after any A.C. event which generates revenues.
4. Properly prepare and present to the committee a financial statement at the end of each month and following each A.C. event.
5. Keep a current/signed record of the trusted servant's financial acknowledgement for money handling.

D. Secretary:

1. Attend all A.C. meetings and functions.
2. Record, type and distribute minutes at each A.C. meeting.
3. Attain attendance records of A.C. meeting members and their status.
(Active/In-active)
4. Send out notices including but not limited to; minutes, flyers, or other pertinent information after all A.C. meetings.
5. Keep and update file of all persons and places contacted in coordinating all A.C. events.
6. Maintain extra copies of all records for archives.

E. Merchandise Coordinator:

1. Oversee and maintain a supply inventory before and after each event.
2. Provide a written report before and after each A.C. event to the A.C. treasurer containing inventory status of supplies, including, but not limited to; food items, kitchen supplies, prize tickets, and prizes.

F. Flyers and Graphic Design Coordinator:

1. Attend an A.C. meetings and functions.
2. Present an artwork to the committee for approval for each event 4 mos. prior to the event.
3. Prepare artwork for printing, merchandise and any other medium.
4. Proofread and indicate corrections as necessary on all flyers; assuring all guideline requirements are met, before submitting to the A.C.

G. Hospitality Coordinator:

1. Attend all A.C. meetings and functions.
2. Coordinate volunteers for each event to make coffee, greet people, sell refreshments, setup, etc.
3. Oversee inventory and purchase supplies for events.

H. Event Coordinator:

1. Attend all A.C. meetings and functions.
2. Determine the need for and scheduling of needed Event Specific Meetings.
3. Determine the need for Event Specific decorations/supplies and procure such as allowed by approved budget.
4. Coordinate Event decoration layout/installation.
5. Work with Hospitality Coordinator for needed volunteers.

SECTION V- OPERATIONAL GUIDES:

- A. A.C. trusted servants shall serve for a term of one year. AU committee members may succeed themselves in office, but none may serve more than two consecutive terms in any particular office.
- B. Any A.C. trusted servant may be removed during their term in office by a 2/3 majority vote by A.C. members.
- C. A.C. shall hold regular monthly meetings. Special meetings may be called with a simple majority or by the chairperson if it is necessary.
- D. Each committee member and trusted servant shall have one vote; except the chairperson who can only vote if there is a tie.
- E. Any monetary transaction other than usual purchases for any A.C. event shall be voted upon by a 2/3 majority vote of the A.C.
- F. A.C. shall maintain a prudent reserve of \$3000.00 which shall be designated and approved by the A.S.C. In the event there is a need to increase the prudent reserve, the A.C. Chairperson shall make a request to the A.S.C. at their regular business meeting. Any money over and above prudent reserve will be donated to the A.S.C.
 1. The A.C. prudent reserve will be held in an account under the title of:
Southern Antelope Valley Area Activities Narcotics Anonymous.
- G. The chairperson and/or vice-chairperson are responsible for signing all contracts involving A.C. events, venues, and vendors.
- H. A.C. shall maintain a Merchandising fund of \$1500.00. In the event there is a need to increase the merchandising fund, the A.C. Chairperson shall make a request to the A.S.C. at their regular business meeting. Any money over and above merchandising fund will be donated to the A.S.C.

1. The sole purpose of the merchandising fund is to purchase merchandise for resale to N.A. members with the intent to raise money so the A.C. and the A.S.C. can better fulfill our primary purpose; to carry the message of recovery.
 2. The merchandising fund shall be held in an account under the title of:
*Southern Antelope Valley Area Activities Narcotics Anonymous
Merchandise Account*
- I. Any A.C. member handling money (e.g. Selling merchandise, event tickets, food, etc.) are required to have 3 years of continuous clean time and 2 years of service within S.A.V.A.N.A. It may be voted on by the A.C. to waive this time requirement on an individual basis.
- J. Any S.A.V.A.A.C. member who misappropriates A.C. funds will not be allowed to handle money at any level in the S.A.V.A.N.A. service structure for 5 years.
- K. All trusted servants shall be available for two months immediately after new trusted servants are elected to assist in a smooth transition of responsibility.

SECTION VI- MEETINGS:

A. Meeting time and outline:

1. Meetings shall be held monthly at the date, time, and place determined by the chairperson.
2. No meeting shall be concluded until all business has been discussed and action taken.
3. After each AC. event, a special meeting shall take place in order to settle accounts and business pertaining to the activity.
4. The chairperson may call for an emergency meeting when the situation warrants it.
5. All A.C. meetings will be opened with the Serenity Prayer and the reading of the 12 Traditions and 12 Concepts of Narcotics Anonymous along with A.C. Statement of Purpose.
6. AC. minutes will be read by the secretary for approval.
7. Chairperson will read or hand out copies of A.C. Calendar of Events
8. Old business will be conducted
9. New business will be conducted
10. Time and place of any Event meeting will be announced by the Event Coordinator.
11. Time and place of next meeting will be announced by the chairperson and meeting will be closed with the Serenity Prayer.

B. Motions:

1. A motion may be proposed to the floor by any AC. member stating the contents of the motion.
2. A motion must be seconded by any member who did not propose the motion being considered.
3. The chairperson shall ask for 2 Pros and 2 Cons regarding the motion

proposed. After a period of discussion, the motion presented may be called to a vote or a motion to table the proposed motion (pending research) may be made.

4. The chairperson shall ask for a vote count of those "for", "Against" or "Abstain". The secretary shall record the vote count and ensure that the total votes equal the eligible members who have voting privileges

- A regular motion passes with a simple majority.
- Financial motions must have 2/3rds majority to pass
- Impeachment motions. must have 2/3rds majority to pass.
- Emergency or special meeting motions must have a simple majority to pass.

5. All passed motions take effect immediately unless otherwise stated in the motion.

C. Flyer Guidelines:

Flyers should be presented to the flyer coordinator for approval prior to distribution. Any flyers that go to the Region, it is recommended that a minimum of 5000 flyers be printed. All flyers shall include the following:

- The hosting area name
- The date and time of the event
- The name and address of the venue.
- The amount of donation.
- Two contact names and telephone numbers. (Include area codes).
- Nature of the function, meeting, dance, etc.
- The N.A. registered trademark with the service symbol, Narcotics Anonymous.
- Suitable artwork; neat and simple.
- No other logos (businesses or venues) with the exception of convention flyers.
- No mention of outside enterprise.

These guidelines may be amended or temporarily waived at any time by a 2/3rd majority vote of all A.C. members pending A.S.C. ratification.