

# SUFFOLK AREA EVENTS & ACTIVITIES POLICY

## NARCOTICS ANONYMOUS

### EVENTS AND ACTIVITIES SUB COMMITTEE POLICY

(REVISED 8/1/08)

("A Guide to Local Services in Narcotics Anonymous" (GTLS) is the policy of this area.)

#### I. Purpose

- A. The SASNA Area Events and Activities (E & A) Committee is a Sub Committee of the Suffolk Area Service Committee (SASNA). The area is geographically located in Eastern Suffolk County in Long Island, New York. In keeping with our 9<sup>th</sup> Tradition the E & A committee plays a key role to *"organize a joint recovery meeting or social activity, gathering the entire NA community together."* (NA It Works How & Why pg.191)
- B. To organize, promote and execute fundraising and non-fundraising events for any purpose the SASNA deems necessary.

#### II. Definition

- A. The E & A Sub Committee of the SASNA is a group of men and women that are active members of Narcotics Anonymous doing service work and believe in the following concept, as adapted by said members of the E & A Sub Committee. *"We share an equal membership in NA, and we all have an interest in maintaining the unity that underlies its common welfare. Unity is the spirit that joins thousands of members around the world in a spiritual fellowship that has the power to change lives"* (1<sup>st</sup> Tradition NA It Works How and Why pg.125)

#### III. Functions of the E & A Sub Committee

- A. Conduct monthly E & A Sub Committee business meetings.
- B. Prepares Policy and guidelines for the E & A Sub Committee
- C. Serves as a communication link between the SASNA and all venues to be used for all events and activities.
- D. Elects members to organize, promote and execute individual events and or activities.
- E. Makes a recommendation to the SASNA for the Sub Committee Chair Position
- F. Give a full and detailed financial report on each event including events in progress at the monthly SASNA meeting.
- G. To organize events and to conform to the policies of the SASNA and the principles of Narcotics Anonymous.
- H. Give a proposed budget in writing to the SASNA for the upcoming year.



- I. Prepare a budget for each event including a schedule of dates for all monies to be paid out and received.
- J. Keep Financial Records for each event including receipts, refund owed, deposits for venues and deposits for services.

#### **IV. Requirements for E & A Service**

##### **A. Chairperson**

Must qualify in accordance with the policies of the SASNA.

##### **B. Vice Chairperson**

1. One year of NA clean time.
2. 6 months uninterrupted E & A service.
3. Ability to assume the responsibility of the Chairperson in the event of the absence of the Chairperson.
4. Verifiable legal source of income.
5. Good communication skills.

##### **C. Treasurer**

1. 2 years of NA clean time.
2. Verifiable legal source of income.
3. Good book keeping skills.
4. 1 year of uninterrupted E & A service.
5. Good communication skills.

##### **D. Secretary**

1. 1 year of NA clean time.
2. 6 months of uninterrupted NA clean time.
3. Good note taking skills
4. Good communication skills.

##### **E. Event Coordinator**

1. 6 months of NA clean time.
2. 3 months of uninterrupted E & A service.
3. Good communication skills
4. Good promotional skills
5. Strong organizational skills

##### **F. Hospitality Coordinator**

1. 6 months of NA clean time.
2. 3 months of uninterrupted E & A service
3. Good communication skills
4. Strong organizational skills

##### **G. E & A Group Rep**

1. At the discretion of their respective NA Home Group

##### **H. E & A Sub Committee Member**

1. Any member of NA with the desire to serve.

## **V. Responsibilities of Officers**

### **A. Chairperson**

1. Opens and runs an orderly E & A Sub Committee meeting.
2. Acts as liaison between E & A Sub Committee and SASNA.
3. Submits a written report including financial statements at SASNA meeting
4. Attends the Greater NY Region (GNYR) Events and Activities Sub Committee meeting as they occur and reports back to the SASNA E & A Sub Committee on what is taking place on the Regional level, and gives a report on Suffolk E & A agenda.
5. Attends all SASNA E & A Sub Committee meetings.
6. Ensures the upholding of the 12 Traditions and 12 Concepts of Narcotics Anonymous.
7. Obtains funds from the SASNA to pay the rent for the E & A meeting space.
8. Request and obtain funds from the SASNA Events and Activities fund to cover expenditures for events and/or activities.
9. Delivers all proceeds to the SASNA Treasurer for any and all events.
10. Cannot make motions.
11. Does not have a vote on motions unless a tie is present and therefore can vote to break tie.

### **B. Vice Chairperson**

1. Assist the Chairperson in running an orderly E & A meeting.
2. Fills in for the Chairperson in the event of the Chairpersons absence.
3. Attends the Greater New York region (GNYR) E & A Sub Committee meeting in the event of the Chairperson's inability to attend.
4. Attends the monthly E & A Sub Committee meetings.
5. Carries out the duties delegated by the Chairperson or E & A Sub Committee.

### **C. Treasurer**

1. Maintains a ledger for all financial activities.
2. Disperses all funds for events after the Sub Committee's approval.
3. Prepares financial reports for all events/activities detailing a profit/loss margin.
4. Maintains sole accountability for all ticket sales for all events/activities.
5. Attends all monthly E & A Sub Committee meetings.

### **D. Secretary**

1. Attends all monthly E & A Sub Committee meetings.
2. Keeps attendance records for all E & A Sub Committee meetings.



3. Maintains an ongoing file of the E & A minutes, policy and or any correspondence for which the E & A Sub Committee creates or receives.
  4. Takes minutes at all E & A Sub Committee meetings.
  5. Keeps an updated file of all SASNA events/activities. This should include the name and location of the venue, the time and date of the event, name and phone number of the Events Coordinator, name and phone number of the venue contact.
  6. Document and add any amendments to the E & A Sub Committee Policy.
  7. Read the previous month's minutes at the E & A Sub Committee meeting.
  8. Takes minutes at the monthly E & A Sub Committee meetings.
  9. Have available copies of the E & A Sub Committee Policy for any member of NA in attendance at the monthly Sub Committee meeting.
  10. Passes on copies of all records to the next member that fills the secretary position.
  11. Make copies of all flyers, tickets, and distributes at the Sub Committee meeting.
  12. Provides the E & A Sub Committee Chairperson with a copy of the minutes prior to the SASNA meeting.
- E. Event Coordinator**
1. Coordinate all persons, timelines, and schedules, pertaining to a specific event.
  2. When the event is completed the position has been satisfied and is vacated.
  3. Attend all E & A Sub Committee meetings.
  4. Give a report at the Sub Committee meeting on event progress.
- F. Event Hospitality Coordinator**
1. Assist the Event Coordinator as deemed necessary.
  2. Coordinate set up and breakdown for all events.
  3. Coordinate any needs associated with refreshments for said event.
  4. Arrive early at the event.
  5. Communicate with the Event Coordinator on the needs of the event.
  6. When the event is completed the position has been satisfied and is vacated.
- G. E & A Group Representative**
1. Attend all E & A Sub Committee meetings.
  2. Report back to their respective home groups all information on events, past, present and future.
- H. E & A Sub Committee Members**
1. Attend all E & A Sub Committee meetings
  2. Get involved in preparing events.
  3. Communicate upcoming events with the Fellowship.

## **VI. Meeting Agenda**

- A. Open meeting with a moment of silence followed by The Serenity Prayer for those who care to join.
- B. Reading of the 12 Traditions.
- C. Reading of the 12 Concepts



- D. Take attendance (passing of attendance sheet)
- E. Secretaries Report reading of the previous month's minutes.
- F. Coordinator Reports.
- G. Chair Report.
- H. Quorum Count.
- I. Old Business.
- J. New Business.
- K. Open Commitments.
- L. Close the meeting with a moment of silence followed by The Serenity Prayer for those who care to join.

**VII. Voting Participants**

- A. Vice Chair.
- B. Secretary.
- C. Event Coordinator.
- D. Event Hospitality Coordinator.
- E. Treasurer.
- F. Group Representatives.
- G. E & A committed members
- H. All voting participants must be committed in accordance with Article X, Section C.

**VIII. Non-Voting Participants**

- A. Any member of NA who is in attendance at the E & A Sub Committee meeting.  
These members are permitted to ask questions, view policy, present reports, and ask the Chairpersons to be granted the floor.
- B. These members shall not be permitted to vote on any E & A matters.
- C. These members shall not be permitted to appeal any decisions of the Chair or E & A service body.

**IX. Removal of E & A Sub Committee Officers**

- A. Removal from any position on the E & A Sub Committee shall be done by a 2/3rds vote for any of the following reasons.
  - 1. Relapse.
  - 2. Missing two business meetings in a row.
  - 3. Missing three business meetings in a year.
  - 4. Failure to successfully carry out their assigned duty or responsibility.
  - 5. Knowingly violating the 12 Traditions of Narcotics Anonymous.
  - 6. Knowingly violating the 12 Concepts of Narcotics Anonymous.

**X. Voting Procedure**

- A. A simple majority vote (50%+) is needed for all matters except for a change of Policy, removal of office or waiving of clean time requirements.

- B. A 2/3rds majority vote of the total E & A Sub Committee members is necessary to change all established E & A policy.
- C. Committed members shall be permitted to vote on all E & A matters.
  - 1. Committed members are members that have attended two business meetings in a row and keep their attendance current.
  - 2. Any members that miss two meetings in a row shall be considered not to be current and shall lose their voting privilege until attending two business meetings in a row.

#### XI. General Policy

- A. The E & A Sub Committee Chairperson determines time and place of next meeting.
- B. Funding for the E & A Sub Committee expenses, will come from SASNA operating fund.
- C. All Members of the E & A Sub Committee shall respect the suggested donation and admission cost for each area event.
- D. All financial reports and proceeds from events shall be turned over to the SASNA at the first SASNA meeting following the event.
- E. All SASNA policies regarding events shall be adhered to.
- F. Any home group wishing to sponsor an event in conjunction with the SASNA must adhere to the E & A Sub Committee Policy.
- G. Waving of clean time requirements for E & A service may be made from the floor providing that the following instances occur.
  - 1. The position cannot be filled by members with the necessary clean time due to having active E & A commitments.
  - 2. Lack of members with the necessary clean time.
- H. Quorum
  - 1. A quorum by definition is the minimum members of a body necessary to conduct the business of that body.
  - 2. A quorum of the E & A Sub Committee shall consist of no less than 2/3rds of the committed members
  - 3. Committed members are members that meet the requirements as stated in Article X, Section C.
  - 4. If a quorum is not present, the discussion of the committee can continue but no votes shall be cast.
- I. Any motion presented to this body that was not passed shall not be resubmitted for a period of at least six months from the date of the original vote.
- J. Any motion presented and passed by this body cannot be amended or rescinded for a period of at least six months from the date of the original vote.



K. Ad Hoc Committee

1. An Ad Hoc Committee by definition is one which is formed to deal with a particular issue that is not resolved by the ordinary processes of the main committee that the Ad Hoc Committee belongs to.
  2. The Ad Hoc Committee is disbanded after the particular issue is resolved.
  3. The Ad Hoc Committee ought to consist of committed members of the E & A Sub Committee as defined in Article X, Section C.
- L. All E & A service commitments ought to be from January 1<sup>st</sup> to December 31<sup>st</sup>, with the exceptions of those commitments related to specific events.