

SUFFOLK AREA EVENTS & ACTIVITIES POLICY
NARCOTICS ANONYMOUS
EVENTS AND ACTIVITIES SUBCOMMITTEE POLICY
(REVISED 3/1/20)

("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 on Long Island, New York. In keeping with our 9th 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. The primary purpose of E&A is to create events and activities which promote unity. Any and all activities other than those that fall within the primary purpose are to be directed by the area body.

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" (1st 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. Elects members to organize, promote and execute individual events and or activities.
- D. To organize events and to conform to the policies of the SASNA and the principles of Narcotics Anonymous.
- E. Give a proposed budget in writing to the SASNA for the upcoming year.

- F. Maintain fiscal responsibility, and keep accurate and complete financial records for all events and activities

IV. Requirements for E & A Service

A. Chairperson

1. 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.

C. Secretary

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

D. Event Director

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

E. Convention Liaison

1. 6 months NA clean time

F. Group Representative

1. At the discretion of their respective NA Home Group

G. E & A Subcommittee Members

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 at SASNA meeting
4. Attends all SASNA E & A Sub Committee meetings.
5. Ensures the upholding of the 12 Traditions and 12 Concepts of Narcotics Anonymous.
6. Obtains funds from the SASNA to pay the rent for the E & A meeting space.
7. Request and obtain funds from the SASNA Events and Activities fund to cover expenditures for events and/or activities.

8. Delivers all proceeds to the SASNA Treasurer for any and all events.
9. Disperses all funds for events after the Sub Committee's approval.
10. Maintains sole accountability for all ticket sales for all events/activities.
11. Cannot make motions.
12. Does not have a vote on motions unless a tie is present and therefore can vote to break ties.

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 monthly E & A Sub Committee meetings.
4. Carries out the duties delegated by the Chairperson or E & A Sub Committee.

C. Secretary

1. Attends all monthly E & A Sub Committee meetings.
2. Keeps attendance records for all E & A Sub Committee meetings.
3. Keeps minutes at monthly E & A meetings and maintains a financial ledger.
4. 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.
5. Maintains a ledger for all financial activities.
6. Read the previous month's minutes at the E & A Sub Committee meeting
7. Passes on copies of all records to the next member that fills the secretary position.
8. Provides the E & A Sub Committee Chairperson with a copy of the minutes prior to the SASNA meeting.

D. Event Director

1. Coordinate all persons, timelines, and schedules, pertaining to a specific event.
2. Act as chairperson for each event where needed
3. Attend all E & A Sub Committee meetings.
4. Give a report at the Sub Committee meeting on event progress

E. Convention Liaison

1. Attend all convention meetings
2. Attend all E & A subcommittee meetings
3. Maintain communication between the E & A Subcommittee and the convention, specifically Fundraising

F. 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.

G. E & A Subcommittee Member

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. Take attendance (passing of attendance sheet)
- C. Secretaries Report reading of the previous month's minutes.
- D. Old Business.
- E. New Business.
- F. 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 Director.
- F. Group Representatives.
- G. E & A members

VIII. 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

IX. 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.

X. General Policy

A. The E & A Sub Committee Chairperson determines time and place for the 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.

XI.