

STANISLAUS VALLEY GROUPS OF NARCOTICS ANONYMOUS



AREA ACTIVITIES SUBCOMMITTEE GUIDELINES

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups, and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship—it prevents us from providing the services necessary for growth.

Basic Text: Introduction, Page XVI
Approved 10/31/2010
Revised 03/29/2026

PURPOSE

The Activities Committee is here to help carry the message of recovery to addicts. It attempts to promote unity in our area and helps to bring our membership together in the celebration of recovery. The Activities Committee achieves this by sponsoring functions throughout the year and by holding an Annual Area Celebration at the end of the fiscal year. Because events are sponsored by service committees of NA, they should always adhere to the Twelve Traditions and Concepts of NA and reflect our primary purpose.

COMMITTEE MEETINGS

All activities Committee meetings should take place at a regularly scheduled time and place. The purpose of these meetings is to compile, share and discuss information regarding the planning of events, other committee functions, as well as the Area Celebration. Committee meetings are to take place monthly, unless otherwise determined by the committee.

The suggested meeting agenda is as follows:

- Opening: begin with a moment of silence, followed by the Serenity Prayer.
- Introductions of members/visitors.
- Reading of the Twelve Traditions and or the Concepts.
- Minutes approval
- Written Reports:
 - Chairperson
 - Vice-Chairperson
 - Treasurer
 - Assistant Treasurer
 - Secretary
 - Arts & Graphics
 - Merchandise 1
 - Merchandise 2
 - Concession Coordinator
 - Food Coordinator
 - Set-up/Take down Coordinator 1
 - Set-up/Take down Coordinator 2
- Old Business
- Open Forum
- New Business
- Closing and Prayer

ACTIVITIES SUB-COMMITTEE RESPONSIBILITIES

The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it. In day-to-day matters, the groups have given our service boards and committees the practical authority necessary to do the jobs assigned to them. This is not a blank check issued to the service structure; the groups still bear final authority. (3rd Concept for NA Service)

- To hold monthly Activities Subcommittee meetings, or more as determined by the subcommittee. Meetings shall take place in a public location, be open to all members of the fellowship, and meet the accessibility requirements of the Americans with Disability Act (ADA).
- Record minutes of every Activities Subcommittee meeting.

- Contribute to the growth of NA as a whole by supporting the CMSRSC, Narcotics Anonymous World Services (NAWS), serving as a link between the SVGNA ASC and the CMSRSC.
- Establish annual budget in November for ASC review and approval, prior to any event/activities being conducted (exception free dance).
- Adhere to the flyer approval guidelines.
- Clean time should not be waived for any administrative body positions.

Voting Process

Voting privileges are extended to all Activities Subcommittee members as outlined under Subcommittee Members. All Subcommittee members are expected and required to attend all committee meetings and functions. Voting privileges of any member will be lost after the second unexcused absence from two consecutive meetings or functions. Any absence must be brought to the attention of the Chair or Vice-Chair as early as possible prior to the meeting or function to be missed.

Subcommittee members are a vital part to the functioning of the subcommittee and individuals should expect to be replaced if they are unable to serve or perform their duties for any reason. Naturally, relapse necessitates replacement. It would be a contradiction of the primary purpose of NA to allow someone to serve who is unable to stay clean. In the event that any Subcommittee Member is relieved from their position for any reason, the committee shall inform the SVGNA ASC of the opening at the next scheduled meeting of the ASC. Elections will be held at the next Activities Subcommittee Meeting following that ASC meeting.

A voting member is a member who has attended two (2) consecutive subcommittee meetings.

All monies from the Activities Subcommittee, with full financial report, are turned over to the SVGNA ASC with the exception of \$2750, \$2000 in seed money and \$750 for the free dance. These monies are turned over to the next Activities Subcommittee once the new Chairperson is elected in November.

The free dance is held as the last event hosted by the Activities Subcommittee serving as a "Thank You" to the area for their support throughout the year. The free dance cost should not exceed the \$750 set aside for that purpose.

COMMITTEE MEMBERS

Suggested requirements and qualifications for the Executive Committee and other members of the Activities Committee are outlined below.

<u>Positions</u>	<u>Clean time requirements</u>
Chairperson	3 years
Vice-Chairperson	3 years
Treasurer	3 years
Assist-Treasurer	3 years
Secretary	1 year
Arts & Graphics	1 year
Merchandise 1	2 years
Merchandise 2	2 years
Food Coordinator	1 year
Concessions Coordinator	1 year
Set-up/Take Down Coordinator 1	6 months
Set-up/Take Down Coordinator 2	6 months

103 Active voting members

No clean time requirement

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105 **Qualifications**

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- 107 • Working knowledge of the 12 Steps/Traditions and concepts. Willingness and desire to serve
- 108 • Ability to exercise patience, tolerance and understanding.
- 109 • Active participation in NA is required of all committee members.
- 110 • Willing to sign a memorandum of financial responsibility (SVGNA MOFR)
- 111 • All signers on bank account must be ratified by ASC prior to going onto checking account

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113 **DUTIES**

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115 **Chairperson: 3 years clean time**

- 116 • Prior experience at ASC and/or RSC level. An-understanding of the responsibilities and functions of all
- 117 other Activities Subcommittee positions.
- 118 • Delegates tasks to other Subcommittee members, stays informed of other Subcommittee members' work
- 119 and provides. help and guidance when needed.
- 120 • Help resolve conflicts.
- 121 • Keeps activities within the principles of the Twelve Traditions and Concepts of Service and in
- 122 accordance with our primary purpose.
- 123 • Responsible for the Subcommittee's finances.
- 124 • Develops the yearly budget for ASC approval.
- 125 • Ensure all information is available to voting members before decisions are made.
- 126 • Allows committee members to do their jobs while providing support and guidance.
- 127 • Votes only in a tie.
- 128 • One year term; not to serve more than 2 consecutive terms.
- 129 • Decision maker on the checking account.
- 130 • Must attend all regular ASC meetings with written report per SVGNA ASC Guidelines.
- 131 • Attend Learning Days.
- 132 • Create and maintain an itemized account of all SVGNA ASC assets and submit to SVGNA ASC at the
- 133 end of term.
- 134 • Sets time, date and location of regular committee meetings.
- 135 • Sets monthly agenda, brings copies. Ensure that all events are held at ADA compliant facilities.

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137 **Vice-Chairperson: 3 years clean time**

- 138 • Prior service on the activities committee. Understands the responsibilities and functions of the
- 139 Chairperson and all other Activities Subcommittee positions.
- 140 • Act as Chairperson if the Chairperson is unavailable.
- 141 • Work closely with the Chairperson to help delegate responsibilities to other subcommittee members and
- 142 ensure the smooth functioning of the subcommittee.
- 143 • Willingness to become Chairperson the following year or during current term if needed
- 144 • Serves as a liaison between activities Subcommittee and all outside facilities for the use of perspective
- 145 facilities.
- 146 • Help coordinate events prior to and during the event.
- 147 • Co-signer-on the checking account.

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149 **Secretary: 1 year clean time**

- 150 • Prior service experience.
- 151 • Ability to take accurate meeting minutes for approval at the next meeting and provide copies to all
- 152 members.
- 153 • Maintains a current list of Activity Subcommittee members contact information.
- 154 • Must have the ability to use word processor.
- 155 • Maintains electronic archives and turn over to SVGNA ASC at end of term.
- 156 • Maintains copies of all written reports.
- 157 • Provides copies of reports at monthly meeting.

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159 **Treasurer: 3 years clean time**

- 160 • Prior service experience.
- 161 • Previous treasury experience suggested; recommended to be financially stable.
- 162 Works with the Chairperson, Vice Chair and Co-Treasurer to prepare yearly budget for ASC approval
- 163 Maintains an accurate financial ledger and submits monthly.
- 164 • Responsible for all monies, paying all bills, and advising committee on balance, income and
- 165 expenditures.
- 166 • Responsible for collecting receipts from members for money paid out.
- 167 • Compare financial balance with the yearly budget to monitor the financial health of the committee.
- 168 • Saves all records of income and expenditures in case of audit by the IRS.
- 169 • Disperses all accounts payable over \$10.00 in check form or electronic payment.
- 170 • Decision maker on the checking account.

171
172 **Assistant Treasurer: 3 years clean time**

- 173 • Prior service experience; good accounting skills and willingness to learn.
- 174 • Works with the Chairperson, Vice Chair and Co-Treasurer to prepare yearly budget for ASC approval
- 175 • Assists Treasurer with maintaining an accurate financial ledger and submits monthly report.
- 176 • Responsible for all monies, paying all bills, and advising committee on balance, income and
- 177 expenditures.
- 178 • Responsible for collecting receipts from members for money paid out.
- 179 • Compare financial balance with the yearly budget to monitor the financial health of the committee.
- 180 • Saves all records of income and expenditures in case of audit by the IRS.
- 181 • Disperses all accounts payable over \$10.00 in check form or electronic payment.
- 182 • Fills in for Treasurer in their absence.
- 183 • Willingness to serve as Treasurer the following year.
- 184 • Co-signer on the checking account.
- 185 • Assumes Treasurer position if necessary.

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187 **Arts & Graphics: 1 year clean time**

- 188 • Initiates theme and logo contest for Area Celebration.
 - 189 • Designs flyers for committee events/functions following SVGNA ASC Flyer Approval Guidelines.
 - 190 • Provide copies_of flyers at SVGNA ASC for distribution by GSR's at meetings.
 - 191 • Mails or provides flyers to RCM for distribution to other areas/Regions.
 - 192 • Helps the designing and printing of merchandise/banners/programs for events.
 - 193 • Provides 1 copy of all approved flyers to secretary for archives.
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Food Coordinator: 1 year clean time

- Create event menu for committee approval.
- Responsible for purchasing event menu items. Responsible for storing and tracking all inventory for events.
- Oversees cooking and serving during event.
- Submits all funds to treasurer with receipts after event.

Concession Coordinator: 1 year clean time

- Creates concession plan for events for committee approval
- Responsible for purchasing event concession items. Responsible for storing and tracking all inventory for events.
- Oversees selling items at events.
- Submits all funds to treasurer with receipts after event.

Merchandise 1: 2 years clean time

- Manage merchandise inventory.
- Coordinates all raffles and auctions.
- Maintains accurate inventory system; including purchasing and sales.
- Submits two (2) bids to Activities Subcommittee for approval.
- Submits monthly inventory tracking report
- Works with A&G on merchandise projects when needed.

Merchandise 2: 2 years clean time

- Manage merchandise inventory.
- Coordinates all raffles and auctions.
- Maintains accurate inventory system; including purchasing and sales.
- Submits two (2) bids to committee for approval.
- Submits monthly inventory tracking report
- Works with A&G on merchandise projects when needed.

Set-up/Take-Down Coordinators 1 and 2: 6 months clean time

- Responsible for the coordination of setting up and taking down of events.
- Purchases and coordinates decorations for all events.
- Recruits members to assist in the set-up and cleanup of events.

Active voting members: No clean time requirement

- Willingness to serve and help in various capacities.

For those who handle assets or on the SVGNA Bank Account:

- Do you know and understand what total financial accountability to the Fellowship means?
- Have you ever misappropriated, stolen, or misused NA funds or assets? If so, what have you done to correct the situation?
- Have you ever committed or been arrested for theft, fraud, forgery or embezzlement?

- 240 ▪ Are you currently subject to criminal and/or civil judgments of liens (e.g., child support,
- 241 civil liens, back taxes, or civil restitution)? Could NA funds be compromised?
- 242 ▪ Do you have your own source of income?
- 243 ▪ Are you willing to go to the bank with admin body as needed?
- 244

245 **X. Financial Guidelines**

246 Section 1

247 The property of this organization is irrevocably dedicated to charitable purposes and no part of the net
248 income or assets of this organization shall never inure to the benefit of any director, officer, or private
249 person.
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251 Section 2

252 Upon dissolution or winding up of the organization, its assets remaining after payment, or provision for
253 payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund,
254 foundation, or corporation, which is organized and operated exclusively for charitable purposes, and
255 which has been established its tax-exempt status under IRC Section 501(c)(3).
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257 Section 3

258 Any member handling monies of SVGNA Activities Subcommittee shall sign a Memorandum of
259 Financial Responsibility (MOFR). SVGNA Activities subcommittee bank account is an additional
260 account under the SVGNA ASC and will be monitored by SVGNA ASC treasury.
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262 **A. Expenses**

- 263 1. The priority list for SVGNA Activities Subcommittee expenditures is as follows:
 - 264 a). Payment of SVGNA Activities Subcommittees debts or expenses outside the
 - 265 fellowship of NA.
 - 266 b). Secretarial and administrative expenses, including bank fees.
 - 267 c). Payment of SVGNA Activities Subcommittee debts or expenses within the
 - 268 fellowship of NA.
 - 269 d). All other expenses approved by the SVGNA Activities Subcommittee.
- 270 2. Funds of the SVGNA Activities Subcommittee shall not be used for any personal
- 271 reasons.
- 272 3. Funds are not to be extended for any reason other than those items that are, or have been
- 273 approved by the SVGNA Activities Sub-committee.
- 274 4. Emergency expenditures by the SVGNA Activities Subcommittee may only be made
- 275 with the notification of subcommittee members and a 2/3rds majority approval of the
- 276 subcommittee members
- 277 5. All expenditures must be verified with receipt or proof of purchase by the next SVGNA
- 278 Activities Subcommittee meeting.
- 279 6. The SVGNA ASC and SVGNA Activities subcommittee shall be made aware that in the
- 280 event of a signer on the checking account must sign a check with themselves as the
- 281 payee.
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284 **B. Receipts**

- 285 1. No expenditure is paid without a receipt. A written piece of paper simply listing the
- 286 expenditure is not acceptable.

- 287 2.. The treasurer should be careful to get proof of payment whenever they make a payment.
288 This proof of payment should be preserved in regular order, as they are vouchers for the
289 payments which must be examined during the audit.
290

291 **C. Budgeting**

- 292 1. Budget submitted shall be due at SVGNA ASC following the elections of the Activities
293 Subcommittee Chair. The budget will cover operating costs for the next year.
294 a). Content of proposed budget shall include but not limited to; copies/office
295 supplies, literature, rent, event expenses with detailed explanation, and Area
296 Celebration,
297 b). Approved budget expenditures may be disbursed in advance from the treasury at
298 Activities subcommittee discretion.

299 **D. Checking Accounts:**

- 300
301 1.. For newly elected SVGNA Activities Chair and treasurer the following must occur:
302 a). The ASC Chair/Vice-Chair makes an appt at Chase Bank to add new trusted
303 servant(s) to the bank account. A current account manager must attend this
304 meeting. At this meeting the newly elected trusted servant(s) must bring:
305 1). Two (2) valid forms of ID.
306 2). Minutes from SVGNA ASC/Activities subcommittee designating election
307 of position.
308 2.. SVGNA Activities subcommittee will have only (1) one debit card to be held by either
309 SVGNA Activities subcommittee Chairperson or SVGNA Activities subcommittee
310 Treasurer.
311 3. SVGNA Activities Subcommittee checking account shall have three (3) account
312 managers/decision makers: Chairperson, Treasurer and SVGNA ASC Treasurer, the
313 Assistant Treasurer and Vice Chairperson shall be listed as co-signers. Written checks
314 require two (2) signature verification.
315 4. No SVGNA Activities checks will be issued in amounts exceeding the account balance.
316 5. The SVGNA ASC shall be made aware in the event a signer on the account must sign a
317 check with themselves as the payee.
318 6.. Under no circumstances are checks to be signed by any signer with the date, payee, or
319 amount left blank.
320 7. Bank statements are available online with password protected access. The treasurer will
321 access bank statements to complete bank reconciliation and submit to Activities
322 subcommittee with bank account number redacted with monthly report.
323 8. SVGNA Activities subcommittee shall not accept personal checks.
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325 **E. Deposit**

- 326 1. All deposits must be made within seventy-two (72) hours after SVGNA Activities
327 Subcommittee meeting.
328 2. Extra security precautions should be adhered to when handling SVGNA Activities
329 subcommittee funds (i.e., lock car doors, ask for support as needed, etc.).
330

331 **F. Reports**

- 332 1. The SVGNA Activities subcommittee treasurer shall make written financial reports on
333 income and expenditures at each regularly scheduled meeting of the SVGNA Activities
334 subcommittee meeting. Activities chair will bring full financial report to SVGNA ASC.
2.. Every officer who receives money is to account for it in a report to the SVGNA ASC.

- 335 3. The SVGNA Activities subcommittee chair, at the end of their term, must submit to the
336 SVGNA ASC a complete and accurate financial report of all transactions occurring
337 during his or her term in office including the entire register for the fiscal year and budget
338 reports showing budget vs. actual expenditures. (Other reports may be submitted at the
339 discretion of the treasurer).
- 340 4. A report showing all financial transactions for the previous 12 months shall be submitted
341 to SVGNA ASC.

342 **G. Audit Task Group**

- 343 1. An audit task group consisting of the outgoing and newly elected signers on the SVGNA
344 Activities subcommittee bank account and the SVGNA ASC treasurer as well as
345 interested GSRs and members is to be created at the time of election for the purposes of:
- 346 a). An audit of the SVGNA Activities subcommittee finances.
 - 347 b). Updating the list of account managers/decision makers on the SVGNA Activities
348 subcommittee bank account.
- 349

350 **H. Anti-Theft Procedures**

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352 “NA funds are to be used to further our primary purpose, and must be managed responsibly” (11th
353 Concept for NA Service).

354 The Eleventh Concept establishes the sole absolute priority for the use of NA funds, which is to
355 carry the message. The Twelve Concepts for NA Service give SVGNA ASC Activities
356 Subcommittee a mandate from the NA Groups that calls for financial accountability. With this in
357 mind, any misuse of funds by the SVGNA ASC Activities Subcommittee cannot be tolerated.
358 Should any SVGNA Activities Subcommittee member have evidence presented showing
359 misappropriated, theft, or misuse of SVGNA Activities Subcommittee funds and/or other assets, the
360 Chairperson of the SVGNA Activities Subcommittee shall follow the procedure below:

- 361 1. Immediately upon calling the SVGNA Activities Subcommittee meeting to order, fully
362 disclose the alleged misuse of funds and/or other assets and the individual(s) involved. For
363 the purpose of this document, the term misuse will be defined as “using funds and/or
364 property in a manner clearly different than the inherent purpose or function outlined in the
365 budgeted expense or motion passed to appropriate them”.
- 366 2. SVGNA Activities Subcommittee action:
 - 367 a). The SVGNA Activities Subcommittee, once informed of the alleged misuse of funds
368 and/or other assets, may the participation of the individual(s) involved “with cause” by a
369 two-thirds (2/3) majority vote, pending investigation and resolution.
 - 370 b). If found to have misappropriated or misused funds and/or other assets, said individual(s)
371 participation is immediately terminated, with cause, by a two-thirds (2/3) majority vote.
 - 372 c). Additionally, any member removed by SVGNA Activities Subcommittee for
373 misappropriation or misuse of funds and/or other assets may not hold an elected seat on
374 SVGNA ASC or it’s subcommittees for a period of two (2) years or until restitution
375 and/or other amends are completed.
- 376 3. Restitution:
 - 377 a). Individuals removed for misappropriation or misuse of funds and/or other assets are
378 expected to make full restitution of all SVGNA Activities Subcommittee funds. Should a
379 member removed for misuse of funds fail to make restitution, said member may be
380 subject to criminal and/or civil prosecution by the SVGNA ASC.
 - 381 b). Procedures for restitution:
 - 382 1). A thorough review of all books and financial records shall be performed by the

383 Treasurer, Chairperson and one voting member of the SVGNA ASC to determine the
384 magnitude of any misappropriate funds. If the Treasurer is the responsible member of
385 the issue, the Assistant Treasurer will perform the duties of the Treasurer.

386 2). A meeting will be scheduled, assuring the individual(s) who allegedly misappropriate
387 or misused funds and/or other assets, is/are informed of the meeting and given the
388 opportunity to present his/her point of view. After all sides have been heard, a break in
389 the meeting format shall take place to all present time to get connected to their Higher
390 Power and focus on spiritual principles, before coming back to decide the best course
391 of action.

392 3). If the individual(s) admits to the theft and agrees to pay back the funds and/or other
393 assets, a restitution agreement can be developed that will outline the repayment
394 amount and timeframe (i.e. \$xx per month for xx months). The individual(s) shall be
395 notified in said agreement that if the restitution agreement is not adhered to, the intent
396 is to take legal action based on the signed and witnessed restitution agreement.

397 4). A report about the situation shall be published in the SVGNA Activities
398 Subcommittee, and presented to SVGNA ASC, and regular reports on the status of the
399 restitution agreement shall be published until the agreement is satisfied.

400 5). If the individual(s) refuses to repay the money, or agrees to a plan and does not follow
401 through with the agreement, or if the person has disappeared, it may be appropriate to
402 take legal action. The decision to take legal action is an option that does not
403 compromise Traditions of spiritual principles, but it should be our last resort, opted
404 only when everything else has been tried. We strongly suggest that the decision to
405 prosecute be thoroughly explored before going ahead, using the SVGNA ASC open
406 forum session, and the California Mid-State Regional Service Committee as resources.

407 c. If legal action is pursued one or more of the following may occur:

408 1). A civil action may be filed against the individual(s). and a judgement for full
409 restitution may be obtained.

410 2). The SVGNA Activities Subcommittee may pursue criminal prosecution of the
411 individual(s) through the proper authorities.

412 3). The SVGNA Activities Chairperson will preside over an AdHoc Committee formed
413 specifically to deal with the issues related to the litigation. That Ad Hoc Committee
414 will have the discretion to enlist the assistance of professionals if it deemed necessary
415 and funds are available.