



1 **ARTICLE V**  
2 **OFFICERS**  
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4 **SECTION 1.** The officers of this committee shall be Chairperson, Vice Chairperson, Secretary, Treasurer and  
5 Merchandise chair.  
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7 **ARTICLE VI**  
8 **ELECTION OF OFFICERS**  
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10 **SECTION 1.** Any member is eligible for nominations to an officer position that he/she  
11 meets the following qualifications;

12 A. CHAIRPERSON: Minimum 2 year abstinence, from all drugs, a working knowledge of the 12 steps and the 12  
13 traditions, at least 1 year of service at the area level, to include some participation in activities. This position is  
14 elected by the Activities Committee, and approved by the A.S.C, and a willingness to serve.  
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16 B. VICE CHAIRPERSON: Minimum of 1 year abstinence from all drugs, a working knowledge of the 12 steps and the 12  
17 traditions, at least 1 year of service at the area level, a willingness to serve.  
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19 C. TREASURER: Minimum 2 years abstinence from all drugs, a working knowledge of the 12 steps and 12 traditions,  
20 experience in financial bookkeeping, must have a job and a checking account, 1 year of service at the area level and a  
21 willingness to serve.  
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23 D. SECRETARY Minimum 6 months abstinence from all drugs, a working knowledge of the 12 steps and 12 traditions, 6  
24 months of service at the area level and a willingness to serve.  
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26 E. MERCHANDISE CHAIR: Minimum 2 years abstinence from all drugs, a working knowledge of the 12 steps and 12  
27 traditions, experience in financial bookkeeping, must have a job and a checking account, 1 year service at the area  
28 level and a willingness to serve.  
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30 **SECTION 2. DUTIES OF THE OFFICERS**  
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32 **A. CHAIRPERSON SHALLL**

- 33 1. Preside at all activity meetings.  
34 2. Provide an agenda for all activity meetings.  
35 3. Be a co-signer of the Activities Committee bank account.  
36 4. Provide a report for the area meeting.  
37 5. Attend the monthly Regional Activities Meeting or appoint a representative to go.  
38 6. Vote in the case of a tie, otherwise the Chairperson has only a voice, not a vote.  
39 7. Oversee and coordinate all activities.

1 8. To approve and sign any facility in association with any event.

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3 **B. VICE CHAIRPERSON SHALL.**

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- 5 1. Perform the duties of the Chairperson in their absence.
- 6 2. Be a co-signer on the Activities Bank Account.
- 7 3. Assist in overseeing and coordinating all activities.
- 8 4. Oversee and prepare annual audit of treasure and merchandise chair.

9 **B. TREASURE SHALL:**

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- 11 1. Maintain precise financial records at all activities.
- 12 2. Provide reports for each event which includes the following;
- 13 Bank statements; REVENUES BY DOLLAR AND SOURCES, LIST OF ALL EXPENSES BY DOLLARS AND NAME,
- 14 3 Inventory statements, which includes assets on hand at the end of the statement period.

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16 **EXAMPLE\*\*\*\***

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18 **EARNING STATEMENT FOR DANCE 1/1/02**

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20 **REVENUE:**

21	<b>BEVERAGE SALES</b>	<b>\$100.00</b>	
22	<b>TICKET SALES</b>	<b>\$900.00</b>	
23			<b>\$1,000.00</b>

24 **EXPENSES:**

25	<b>RENT</b>		<b>\$200.00</b>
26	<b>TICKET PRINTING</b>	<b>50.00</b>	
27	<b>BEVERAGES</b>		<b>30.00</b>
28	<b>SUPPLIES</b>		<b>20.00</b>
29			<b>\$300.00</b>
30	<b>NET PROCEEDS</b>		<b>\$700.00</b>

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- 32 4. Work with the committee to insure accountability for all merchandise purchases, sales and inventory, and work with
- 33 the committee to keep the inventory records current and produce inventory statements,
- 34 5. Be a co-signer on the Activities bank account.
- 35 6. Disburse any funds necessary for an event, with prior approval of the Activities Committee,
- 36 7. Be the custodian of the Activities bank account.
- 37 8. Co-sign on any contracts in association with any event.
- 38 9. Perform the duties of the Merchandise Chair in their absence.

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1 D. SECRETARY SHALL:  
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- 3 1. Record, read aloud, distribute and store all minutes of the Activities meetings.
- 4 2. Send out notices of any kind and notify all members of emergency/special meetings.
- 5 3. Keep an up to date record of all persons and places contacted in coordination with any activity.
- 6 4. Maintain an accurate inventory of all assets of the Activity Committee, in conjunction with treasurer and merchandise  
7 chair, including but not limited to; merchandise, food, beverage, supplies and decorations.

8 **MERCHANDISE CHAIR SHALL**

- 9 1. Maintain a precise financial record of all items bought and sold.
- 10 2. Provide reports for each event which includes the following statements;  
11 REVENUES BY DOLLARS AND SOURCES, LIST OF ALL EXPENSES BY DOLLAR AND NAME,
- 12 3. Inventory statements which include assets on hand at the beginning of the statement period and assets on hand at  
13 the end of the statement period.
- 14 4. Sign on any contract regarding merchandise.

15 **SECTION 3. OPERATIONAL GUIDES**

16 A. Committee members shall serve for a 1 year term. All committee officers may succeed themselves in office, but  
17 none may serve more than 2 consecutive terms in a particular office. Times may be waived when deemed necessary by  
18 majority vote.

19 **SECTION 4. SELECTION OF SPEAKERS, READERS AND LEADERS**

- 20 1. The Speaker(s) shall be active members of N.A. with a minimum of five (5) years continuous clean time and  
21 recovery in Narcotics Anonymous and carries a clear N.A. message.
- 22 2. The Leader(s) shall be active members of N.A. with a minimum of three (3) years continuous clean time and  
23 recovery in Narcotics Anonymous and carries a clear N.A. message.
- 24 3. The Reader(s) shall be active members of N.A. with a minimum of one (1) year continuous clean time and recovery  
25 in Narcotics Anonymous and carries a clear N.A message.  
26
- 27 4. Selecting Readers shall be divided up as evenly amongst the active areas as possible.
- 28 5. No husband/wife, boyfriend/girlfriend, father/mother, brother/sister or children shall be permitted to speak, lead or  
29 read during the same scheduled meeting and/or function (except for relationship topic meetings).
- 30 6. No speaker, leader or reader shall be a member of the SCRACNA.

31 **SECTION 5. FLYERS GUIDELINES**

- 32 1. The hosting areas or subcommittees name shall appear.
- 33 2. The date and time of the event.
- 34 3. The name and address of the venue with a detailed map and/or written directions to the event,
- 35 4. The amount of the donation.
- 36 5. The contact name and telephone number, including all area codes, (The Regional and area website address  
37 suggested).
- 38 6. The nature of the function, meeting, dance etc.

1 7. The N.A. Logo with the symbol of registration of trademark or the Narcotics Anonymous name spelled out.  
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3 These guidelines may be waived by a 2/3 majority of the voting body. These guidelines may be amended by 2/3  
4 majority of the voting body (in a meeting of the (I.E.F.A.N.A.A.C.)).

5 **ARTICLE VIII**  
6 **VOTING**

7 **SECTION 1.** Voting on all LE.F.A,N.A.A.C. motions and elections shall be done on a 1 person, 1 vote, system.

8 **SECTION 2.** The voting members shall be;  
9 A. All officers with the exception of the chairperson.  
10 B. Any member who attends 3 consecutive meetings.

11 **SECTION 3.** Any member of narcotics anonymous may make a motion or participate in meetings and discussions. A  
12 voting member must second motions.

13 **SECTION 4.** Motions may be amended by any member or withdrawn by the maker prior to voting.

14 **SECTION 5.** In case of a tie vote on any motion or election the Chairperson may cast a  
15 vote to decide the issue. In the case of the Chairperson absence, the Vice-Chairperson  
16 may cast the vote.  
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18 **SECTION 6.** Any matters involving moneys must have a 2/3rds majority vote to be passed. Tie voting privileges  
19 do not apply here.

20 **ARTICLE IX**  
21 **FUNDS**

22 **SECTION 1.** All moneys accumulated from all activity events shall be maintained and deposited in the Activities  
23 Committee bank account. The treasurer shall make the disbursements.

24 **SECTION 2.** Any and all Activities Committee checking or saving accounts shall require a minimum of 2 signatures  
25 to release any deposited moneys.

26 **SECTION 3.** The signers for the Activities Committee checking/saving account shall consist of the treasurer and at  
27 least one of the following officers; Chairperson or Vice Chairperson.

28 **SECTION 4.** All bank statements for the Activities Committee checking/savings account will be maintained for the  
29 purpose of record keeping and reconciled monthly by the Activity treasurer.  
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31 **SECTION 5.** In case of absence, or if the Activity Committee Treasurer office is  
32 vacant, the Chairperson or acting Chairperson may appoint an acting Treasurer.  
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34 **SECTION 6.** A total \$1,600.00 prudent reserve will be maintained in the general fund.  
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36 **SECTION 7.** The Activities Committee Treasurer and Merchandise Chair shall be

1 audited annually for the preceding year, and a financial statement that reflects all Activities Committee  
2 assets and accounts shall be prepared by the Vice Chair and presented at the August  
3 Activity meeting.

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5 **SECTION 8.** All audits shall be coordinated by the Vice Chair with at least one other  
6 activity voting member or officer other than the audited officer present.

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8 **SECTION 9.** The Activities Committee shall utilize the following non-deficit  
9 spending guidelines and pay expenses as prioritized below:

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11 1. Payment of Activities Committee debts or expenses outside  
12 the fellowship of Narcotics Anonymous.

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14 2. Payment of Activity Committee debts or expenses within  
15 the fellowship of Narcotics Anonymous.

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17 3. All other expenses approved by the Activities Committee  
18 including any donations to the area level.

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20 **ARTICLE X**  
21 **AMENDMENTS TO GUIDELINES**

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23 **SECTION 1.** Any voting member may propose an amendment to these guidelines at a  
24 regular meeting. The proposal must be seconded and voted on at that meeting.

25 **SECTION 2.** The amendment shall go into effect upon its approval at the area level,

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27 **SECTION 3.** The guidelines must be reviewed and revised by the Activities  
28 Subcommittee meeting every two (2) years.

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30 **ARTICLE XI**  
31 **SPIRITUAL GUIDANCE**

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33 **SECTION 1.** The I,E,F.A.N.A.A.C. shall comply with the following documents;

34 A. The 12 Traditions of Narcotics Anonymous.

35 B. The current publication of these guidelines.

36 C. Past Committee motions.

37 D. The temporary Working Guide to the Service Structure and its successors.

38 E. Current publications of all pertinent N.A. approved handbooks and Literature.

39 F. The current edition of Robert's Rules or Order, and/or A Sample Rules of order from a  
40 guide to Local Service in Narcotics Anonymous.

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42 **ARTICLE XII**  
43 **STATEMENT OF ACCOUNTABILITY AND RESPONSIBILITY**  
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- 1 1. The Activities Committee should keep the fifth tradition in mind as it carries out its  
2 responsibilities that our primary purpose as a fellowship is to carry the message to the  
3 addicts who still suffer. This tradition should influence all its decisions and actions.
- 4 2. A lack of integrity, that is failure to adhere to the spiritual principles of our steps,  
5 traditions and concepts, severely impairs the Activity Committee's ability to fulfill our  
6 fellowships primary purpose and damages the unity and common welfare of the Inland  
7 Area Foothills Groups.
- 8 3. The concepts of N.A. service can be used as valuable tools to help the Activities  
9 Committee to conduct its business responsibly and to keep it accountable both to the  
10 Area and the member groups it serves.
- 11 4. The third concept cautions us to choose our trusted servants carefully. "We can not  
12 responsibly delegate authority to those who are fundamentally incapable of administering  
13 that authority or to those who are not willing to account fully for their actions."
- 14 5. The fifth concept helps us clearly define to each participant and to the committee as a  
15 whole what their responsibilities are and who is to be held accountable in carrying out  
16 those responsibilities.
- 17 6. The eighth concept describes the importance of effective two-way communication in  
18 creating the atmosphere of trust necessary for us to properly delegate authority and its  
19 corresponding accountability.
- 20 7. The eleventh concept states forcefully that, "our service bodies must manage funds  
21 responsibly". Accounting fully for its use to those who have provided. Accountability is  
22 an essential aspect of responsible N.A. financial management.
- 23 8. When the members of Narcotics Anonymous provide committees with funds, our  
24 service structure is responsible to account for how those funds are used, Regular financial  
25 reports help our members to be sure that their contributions are being used well and help  
26 our services to remain financially accountable to those they serve. When N.A. members  
27 contribute service funds, they expect their money to be used carefully and to be used for  
28 the sole purpose of furthering our primary purpose. By accepting those contributions, our  
29 committees make a commitment to use those funds to carry the N.A. message and to  
30 manage them responsibly.
- 31 9. Finally, the twelfth concept reminds us that selfless service is an essential spiritual  
32 endeavor. Open, Honest and straightforward communications nurtures the spirit in our  
33 fellowship.

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